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ABSTRACT

The personnel policies and procedures for academic personnel section of the California State University, Northridge administrative manual for 1975-76 contains information on general employee responsibilities, employee privileges and benefits, and faculty duties and responsibilities. The document also details the personnel responsibilities of the administrative personnel and the faculty committees as well as the academic personnel. Additional areas outlined include probation, tenure, promotions, salaries, leave policies, termination, professional responsibility, grievances, appeals, and disciplinary procedures. (JMF)

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CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

ADMINISTRATIVE MANUAL

SECTION 600

ACADEMIC PERSONNEL POLICIES AND PROCEDURES

(Applicable for the 1975-76 academic year only)

See memorandum, inside front cover

US DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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ADMINISTRATIVE MANUAL

SECTION 600

ACADEMIC PERSONNEL POLICIES AND PROCEDURES

(Applicable for the 1975-76 academic year only)

See memorandum, inside front cover

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Northridge, California 91324

November 3, 1975

Office of Faculty Affairs

TO: Members of the Faculty

FROM: Donald J. Cameron
Associate Dean, Faculty Affairs

SUBJECT: Section 600: The Academic Personnel Policies and Procedures for 1975-76

This interim edition of Section 600 will govern personnel considerations during the 1975-76 academic year. Any amendments will appear on the blue pages that are attached to the University Information Bulletin, indicating the President's concurrence in a Section 600 amendment approved by the Faculty Senate.

This version of Section 600 differs from its predecessor in two respects. The fifteen amendments approved by the Faculty Senate and concurred in by the President during the 1974-75 academic year have been incorporated into the document. Also, you will note some sections which are crossed through, usually accompanied by new wording that is underlined. These amendments were made in response to changes in state law, Title 5, the Education Code or Trustee policy, each of which takes precedence over campus policies. Typical of the latter changes is the new policy governing state contributions to Health Plans, elimination by Trustee action of the sixty per cent limitation in senior ranks, and changes in dollar amounts in various benefits available to CSUN employees.

During the current year, a sub-committee of the Personnel Planning and Review Committee will be working with a sub-committee of the Faculty Senate Executive Committee to develop a completely reorganized Section 600. The current document has been amended many times each year for the past decade, and the lack of consistency in writing style, organization and clarity reflect the dozens of authors who have had a part in the writing of the manual. It is our intention to provide each faculty member with a new edition of Section 600 prior to the beginning of the 1976-77 academic year.

Please destroy all earlier editions of Section 600 and retain this copy for use until the end of the current academic year.

If you have any questions on these matters, please call me on Ext. 2106 or contact any member of the Personnel Planning and Review Committee (listed on the inside back cover).

DJC:nc

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601 General Employee Responsibilities

601.1 Loyalty Oath

Each employee, academic and non-academic must subscribe to a loyalty oath prescribed by the Legislature before performing any services for the University, and before receiving any compensation. (SCAM 7373)

601.2 Conflict of Duty

"A State officer or employee shall not engage in any employment, activity, or enterprise which has been determined to be inconsistent, incompatible, or in conflict with his duties as a State officer; or with the duties, functions or responsibilities of his appointing power or the agency by which he is employed. Each State officer and employee shall, during his hours of duty, 'devote his full time, attention, and efforts to his State office or employment.'" (California Government Code, 1951, Section 19251)

601.3 Activities Prohibited

Activities that are prohibited for administrative and academic employees of State Universities and Colleges include:

- "The use of State time, facilities, equipment or supplies at any time for any purpose other than the performance of official business, defined as an activity which promotes the achievement of the purposes of the University.

- "The performance for compensation, other than State salary, of any service for any person or public or private agency if such person or agency performs any action which is subject to review, recommendation, or approval by the employee or any of his subordinates.

- "The performance for compensation, other than State salary, at any time of any service which his duties require him to render.

- "The acceptance of any obligations on the part of any officer or employee which would prevent him from carrying the responsibilities for which he is employed, or the acceptance of any responsibilities which would be in conflict with the purposes of the University.

- "The engaging in any activity which is contrary to a policy of the Trustees or otherwise inimical to the State Universities.

- "The willful violation of any law, any regulation of the Trustees or any directive of the Chancellor respecting one's employment or the performance of his duties." (SCAM 7550)

601.4 Political Activities

Besides being subject to provisions of law relating to elections and political activities applicable to all persons, State University and College employees are included within the provisions of Government Code respecting support of political activities of any foreign government and the advocacy of the overthrow of the government. The Attorney General has reaffirmed a previous opinion: ". . .the right to engage in politics is a privilege of citizenship which should not be denied State employees in the absence of express or necessarily implied statutory prohibition, or unless the particular activity is harmful to the State Government. No political activity should be engaged in on State time." (Legal Opinion, Issue No. 65, 6 pages, dated May 18, 1953, from Joel H. Burkman to State College Presidents)

602 Employee Privileges and Benefits

602.1 Public Employees' Retirement System (PERS)

Upon retirement, an employee will receive allowance from the Public Employees' Retirement System. Retirement funds derive from three sources--the employee's contributions, the State's contributions, and earnings from investments. The money an employee contributes is his. If he leaves before retirement age, he may have his money refunded with interest. The contributions of the State, however, will not be refunded.

Provision for an annual "cost of living" adjustment to retirement allowances was incorporated into the retirement law in 1968. The retirant does not have to apply for these increases. They are calculated and granted automatically, and appear when applicable, in the May 1st allowance payment.

602.1.1 Options

A. Unmodified Allowance

This is the greatest monthly allowance which the retired employee may elect for himself. However, should the employee die in retirement, this plan provides no security for his spouse or other dependents, since no allowance is continued to them and since the employee's unused contributions remain in the System. The only sum payable to his beneficiary is the regular ~~$400~~ $500 death benefit.

The unmodified retirement allowance is based on the formula of "1/50th at age 60." Since 1/50th is 2%, an employee need only multiply the number of years of service times 2%, times his monthly pay, to arrive at the amount he will receive as an unmodified allowance if he retires at age 60. The monthly pay used in this calculation will be the average pay received during the last three years of service (unless the employee notifies the System of a consecutive three-year period during which his pay was higher). This figure is referred to as "final compensation." The employee who retires at age 60 with 10 years of credited service will have an unmodified allowance of 20% of his final compensation. For 20 years service, he will have 40%; for 30 years, he will have 60%.

If an employee retires before age 60, his unmodified allowance will be reduced; if he retires after age 60, it will be increased with each year up to age 63.

B. Modified Allowance

Since the unmodified allowance ceases at the death of the retired member, an employee may choose one of the four options described below. The chief purpose of these options is to protect survivors. The particular option an employee selects will depend upon his needs at the time he retires. If, for example, he is married when he retires and he wishes to insure that there will be some provision for his spouse in the event of his death, he may elect to retire under one of the optional plans.

He may, of course, designate any person as beneficiary at the time he retires. However, no change in beneficiaries is permitted to be made after retirement under Options 2,3, or 4.

Option 1 provides an employee with a slightly reduced retirement allowance, but should he die in retirement, his designated beneficiary receives, $500 in addition to a ~~$400~~ death benefit, the unused remainder of his contributions to the System. Upon the death of an employee, the Retirement System adds up that portion of monthly benefit payments which were provided by his contributions (excluding benefit payments from State contributions). If the full amount of his contributions has not been paid to to him, the balance will be paid to his beneficiary. In effect, under this option the longer he lives in retirement, the less is the protection afforded his beneficiary in the event of his death, and it may be $500 reduced to the ~~$400~~ death benefit.

Options 2,3, and 4, on the other hand, provide a monthly allowance to his beneficiary for the rest of his life, when an employee dies after retirement. The employee's own lifetime allowance is, of course, slightly reduced. Under Option 2, the beneficiary receives the same amount the employee received while he was living. Option 3 provides his beneficiary with one-half of his allowance, and Option 4 allows the employee to determine the amount (not to exceed the Option 2 benefit) to be paid to his beneficiary in the event of his death.

$500 Under all Options, a ~~$400~~ death benefit is payable to the employee's beneficiary at his death.

C. Temporary Annuity Payment

An employee who elects to retire before Social Security payments can begin may choose to take a temporary annuity payment. Under this plan, the employee would receive a reduced life allowance in return for a higher income for the intervening years before Social Security payments begin.

Example: A male employee who is covered under Social Security retires at age 60 with an unmodified life allowance of $250 from the Retirement System. He is "fully insured" under Social Security and his estimated primary Social Security benefit will provide an additional monthly income of $100.00 if he waits until age 65 to begin receiving it. He elects to take the temporary annuity payments to age 65. At age 60, his monthly life income will be reduced by $4.00 for each $10.00 of temporary annuity payments to age 65. His $250 allowance will be reduced by a total of $40.00 ($4.00 times 10) to $210.00. The Retirement System would then pay a total of $310.00 ($210.00 plus $100.00) until he reaches age 65, at which time his System allowance would be reduced to $210.00 for the remainder of his life. He can now, however, begin receiving his Social Security benefit.

602.1.2 Death Benefits

full-time

If an employee dies before retirement, his total contributions to the Retirement System are refunded to his beneficiary with interest. His beneficiary would also receive an amount equal to one month of his salary for each year of service completed to a maximum of six years,

plus a $5,000 insurance benefit.

If, at the time of the employee's death, he had reached 55 years of age and had 5 or more years of service, his widow may elect to take the 1957 Survivor's Benefit in lieu of the basic death benefit described above. Under this Benefit, the spouse or his children under age 18,

until remarriage or death

would receive a monthly benefit equal to one-half of the unmodified allowance the employee would have received had he retired on the date of his death.

(Those employees hired prior to 1951 and who are NOT covered by Social Security, may be under the 1959 Survivor's Benefit. In this plan, benefits are payable only for death while in an employment status before retiring. ~~Current benefits are listed on page 14 of the PERS booklet available in the Personnel Office.~~)

602.1.3 Applying For Benefits

An employee should submit his Application for Retirement to the Public Employees' Retirement System about 90 days in advance of his intended retirement. This is done on

Retirement Form 369 which is available in the Personnel Office. The System will advise the employee of the allowance payable and will furnish the necessary forms and instructions for his retirement.

602.2 Disability ~~Insurance~~ Retirement

Retirement

Disability ~~insurance~~ for University employees is provided under the Public Employees' Retirement Systems. Benefits are payable when an employee cannot work because of sickness or injury. ~~To receive benefits the employee must be placed on disability retirement, and~~ To ~~to~~ be eligible for such retirement, the employee must have been employed five or more years with the University.

Disability benefits are payable immediately upon proof that the disability will continue for more than six months. (Medical evidence such as a report from a doctor, hospital, or clinic, must be provided ~~to support an employees claim for benefits~~, and if PERS approves, payments will begin immediately.

602.3 ~~California Workmen's Compensation~~ Worker's Compensation/Industrial Disability Leave

602.3.1 Purpose and Definition

~~The basic purpose of Workmen's Compensation is to provide an employee who has had an industrial injury with adequate means of support while he is unable to work.~~

~~An industrial injury means any injury or disease, including damage to artificial limbs, dentures, and medical braces, and which is the result of an employee's work or working conditions.~~

The University provides Worker's Compensation and/or Industrial Disability Leave for all employees injured on the job. The purpose of these plans is to assist an employee who has a job-related injury, or illness. Worker's Compensation pays all medical expenses and provides the employee with partial compensation for income lost while unable to work. If injury results in death, death benefits are provided for the surviving spouse and dependents. Industrial Disability Leave is available to all employees who are members of State Teachers' Retirement System and Public Employees' Retirement System. IDL provides full salary for 22 working days and 2/3 salary thereafter for up to 52 weeks within two years following the disability. The employee has a choice of receiving temporary disability payments (Worker's Compensation) or Industrial Disability Leave payments.

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602.3.2 Reporting an Injury

If an employee is injured, his supervisor must be notified as soon as possible so that the supervisor may inform ~~Workmen's Compensation within 24 hours~~, the Personnel Office. The ~~University~~ Supervisor must see that necessary medical treatment is provided, and Personnel must see that the injury is reported to the insurance company ~~and to the State~~ within 24 hours. If the employee fails to report the injury promptly (within 30 days), or does not accept the medical attention offered, he may lose his rights to benefits.

602.3.3 Payments for Temporary Disability

Payments are based upon earnings, with a maximum of ~~$87.50~~ $119.00 per week, and are not subject to income tax. Normally, payments start on the ~~8th~~ 4th day after injury for temporary disability. The ~~first week~~ first three days of disability will be paid for only if the temporary disability lasts beyond the ~~40th~~ 21st day, or if the employee is hospitalized as a bed patient.

602.3.4 Payments for Permanent Disability

An employee suffering an injury which causes a permanent loss of earning power, the impairment of the normal use of a limb, or which causes a competitive handicap in the open labor market, will be entitled to compensation based on the degree of his disability.

The degree of disability is "rated" in terms of "percent of permanent disability", based on the nature of the injury, the age and occupation of the employee, and the employee's ability to compete in the open labor market. Payments are based on the ~~earnings or~~ earning capacity of the disabled employee, with a maximum ~~of $52.50 per week~~ set at $70.00 per week for partial permanent disability. A life pension is added where disability is 70% or greater.

602.3.5 Death Benefits

Where the industrial injury results in death, ~~the~~ a benefit is paid to those dependent on the deceased. ~~in cases of total dependency is $20,000. Where there is~~ A ~~a~~ surviving widow, one or more dependent children, ~~the award will be $23,000~~ with receive $45,000. A burial allowance of up to $1,000 is allowed.

602.3.6 ~~Workmen's~~ Worker's Compensation Appeals Board

Generally, applications must be filed within one year from the date of the injury. An application for death benefits must normally be filed within one year from the date of death.

In the case of a dispute between the employee and the State as to the amount of permanent disability or the need for further temporary disability, the employee may apply to the ~~Workmen's~~ Worker's Compensation Appeals Board. It is the Board's responsibility to provide the employee with

information concerning the procedures to follow on appeals. Where the services of this Board are necessary to solve a dispute, the disabled employee may engage the services of a lawyer. Attorney's fees are set by the Board and are payable out of awards made to the injured employee. No fee is to be paid in advance.

Employees desiring more detailed information on the Workmen's Compensation Law may contact the Personnel Office.

602.4 Health Plans

~~Numerous health plans are available for University employees. New employees must enroll in a plan before the tenth day of the month in which he has completed six months of service. After this date, an employee desiring a health insurance policy must fill out a health statement for himself and his dependents.~~

~~After six months of service the State will pay $10.00 toward the the premium of a basic hospital and medical insurance plan.~~

~~Once an employee drops a basic health plan, he cannot rejoin it or another plan until the next open enrollment period.~~

~~The Personnel Office has more detailed information on what health plans are available. Ask for the booklet entitled, Information Relating to Health Benefit Plans under the State Employees' Medical and Hospital Care Act.~~

Numerous health plans are available for University employees. New employees have 60 days from the date of appointment in which to enroll in the plan of their choice without an application for Health Statement. If an employee fails to enroll during the first 60 days he must submit an application for Health Statement or wait until Open Enrollment which occurs once a year.

The current State Contribution to the Basic Health Plans is 85% for employee only and 60% for dependents (figured on a weighed national average of health plan premiums).

The Personnel Office has more detailed information on the various health plans available. Ask for the booklet entitled, *Information Relating to Health Benefit Plans under the State Employees' Medical and Hospital Care Act.*

602.5 Insurance (Life, Auto, etc.)

(See brochure entitled Insurance Plans Recommended for the California State Colleges, available in the Personnel Office. This office also has on file various other pamphlets describing insurance plans available to CSUN employees.)

602.6 Liability Insurance

"On the job" liability insurance is available to all University personnel under a master policy by the California Teacher's Association. The premium cost for a limit of $100,000 each occurrence is ~~$7.00~~ $9.00 for three years coverage. Application forms are available ~~from the Foundation Auxiliary Projects Officer~~ in the Personnel Office.

Although it is virtually impossible to secure categorical answers to questions involving personal liability for State University employees, many legal opinions have been issued by the State Department of Education. The complete file of these legal opinions may be consulted in the office of the Vice President for Business and Administrative Affairs. Among the opinions that may be of special interest are:

#70 Liability of Club Sponsors
#75 Liability Insurance for State College Students
#77 Liability of Club Sponsors
#93 Coverage under Liability Insurance Policy
#95 Liability Insurance (Motor Vehicle Operation)
#103 Liability Insurance for State College Students
#108 Liability for Field Trips - Private Vehicles

602.7 Damage to Personal Items

The University may pay the cost of replacing or repairing eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried when damaged in the line of duty without fault of the employee. If the eyeglasses, hearing aids, dentures, watches or clothing are damaged beyond repair, the University may pay the actual value of such eyeglasses, hearing aids, dentures, watches, or clothing. The value of such eyeglasses, hearing aids, dentures, watches, or articles of clothing shall be determined as of the time of the damage thereto. Claims should be submitted through the Personnel Office. (Government Code, Section 19258)

602.8 Legal Liability

The legal liability and rights of faculty members and administrators, in connection with their assigned duties, is stated in appropriate sections of the Government Code.

A summary of tort, liability, and rights to defense of State University personnel, prepared by the Office of Chief Counsel, is on file in the Personnel Office and in the Office of the Vice President for Business and Administrative Affairs, and may be consulted by interested members of the faculty or staff.

~~602.9 Injuries~~

~~All faculty and staff are insured for medical and hospital expenses incurred as a result of on-the-job injuries by the State Compensation Insurance Fund. The SCIF will also pay a portion of a person's lost time from work due to an on-the-job injury. The amount that~~

~~will be paid for lost time is 61.75 percent of the person's weekly wage, with a maximum payable amount of $87.50 per week. Booklets outlining the benefits that can be obtained from the SCIF are available in the Personnel Office.~~

~~Supervisors should be notified immediately if an employee has had an accident on the job in order to substantiate any claim made against the insurance company.~~

~~The Personnel Office is responsible for liaison between the University and SCIF. Continuing treatment for on-the-job injuries, after first aid has been received, must be approved by the SCIF and the physician providing the treatment must also be approved by SCIF. This procedure has been established to insure that injured employees will be given the best of medical attention. The SCIF has made arrangements with the better medical specialists in Los Angeles to provide treatment to employees who have had on-the-job injuries.~~

602.10 Emergency Medical Care

The Student Health Services provide "EMERGENCY" medical care for all University personnel. The Student Health Service is open and available for emergency medical care to anyone on campus including students, staff, faculty and visitors, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. In case of emergency, dial EXTENSION 3111, stating, "This is an emergency," and you will be put in touch with the staff physician or nurse at the Aid Station. This information appears on the decals placed on all campus telephones.

In most cases, the injured individual should come or be brought to the Student Aid Station (Building O) for care. However, if necessary, the physician and/or nurse will leave the Station to treat a patient at the scene of the accident. Arrangements can be made between the staff physician and the Campus Police for transportation to the Student Aid Station if necessary.

After 5:00 p.m. and on weekends and holidays when the Student Health Service is closed, emergency calls should be referred to the Campus Security officers by dialing EXTENSION 2111. Give him a brief description of the situation and he will recommend appropriate action.

The Campus Police are available 24 hours a day through a radio patrol service and may be reached by dialing EXTENSION 2111. It is imperative that if someone is summoned to the scene of an emergency or an accident, the patient and the person initiating the call should remain there until help arrives.

City Rescue Squads, Police Ambulances, and Fire Department Squads are available by calling "Operator" on an outside line. This will put you in touch with the Emergency Operator to whom you should describe the situation clearly and give exact directions to the particular location on campus.

In addition to the above facilities, Northridge Hospital Receiving Room is available at all times. In many cases valuable time will be saved by transporting the patient directly to the Northridge Hospital where adequate facilities are available to handle any emergency.

All obligations, financial and otherwise, incurred by individuals requesting such medical care during the hours when the Student Health Service is not open are the responsibility of the individual, and not of the Student Health Service or California State University, Northridge.

602.10.1 Other Medical Services

Immunization and tuberculosis skin tests are available upon payment of a small fee at the Student Health Center (Balboa facility). In special cases, medical consultation and referral may be obtained through the Medical Director's Office. Home calls, family care, and hospital benefits cannot be provided by the Health Service.

602.11 ~~Tax-Deferred Annuities~~ Tax Sheltered Annuity/State Deferred Compensation

~~Tax-Deferred Annuities are available to all full time employees. An annuity is a monthly payment which starts at a specific age and is then paid for life or a specified period of time. The Board of Trustees of the California State University and Colleges is allowed, by Federal and State Law, to purchase tax-deferred annuities for employees. An annuity plan may be purchased through payroll deduction, and as long as the money remains in the annuity program, that portion of salary deducted is not subject to Federal or State income taxes. Tax-sheltered annuities are long-term savings plans which can be used to build an estate which will provide a retirement income in addition to the retirement income from PERS and OASDI.~~

The purpose of these programs is to reduce the employee's taxable income now while the employee is in a higher income bracket (by deferring payment of taxes until retirement or whenever withdrawn); and it is a savings to provide additional retirement income. A list of Insurance Companies authorized to offer Tax Shelter Annuities is available in the Personnel Office. State Deferred Compensation is a program handled by the State Office of General Services with an open enrollment period each November and December. Monies in a TSA may be withdrawn at any time whereas monies in the SDC may not be touched until the employee retires or terminates State service.

Booklets providing detailed information about tax-deferred annuities are available in the Personnel Office.

802.12 Credit Union

The Matador Federal Credit Union is a cooperative non-profit organization, authorized by charter of the Federal Government to hold savings and dispense loans to members, who are also its owners.

Any employee may become a credit union member by submitting a membership application, ~~paying a fee of $.25,~~ and purchasing at least one $5.00 share. A member may establish a savings program by purchasing additional shares through payroll deduction, or by cash or check. Dividends on savings are credited to savings accounts quarterly.

and by

All credit union members participate in a group life insurance contract. Each borrower is insured for the full balance of his outstanding note(s) to a maximum of $10,000; each depositor's life is insured for the amount of his savings to a $2,500 maximum. Each member's savings are insured by a federal agency to a ~~$20,000~~ $40,000 maximum.

Information about loans may be obtained by contacting the Credit Union Manager.

802.13 CSUN Faculty Center Association, Inc.

The CSUN Faculty Association was incorporated in 1967 with the aim of building and operating a faculty center for social and intellectual interchange. Regular memberships are available to members of the faculty and administration. Limited associate memberships are provided for others from the University community whose support and contributions further the purposes of the Center and the University.

Membership fees and monthly dues for members of the General Faculty are levied on a sliding scale and may be deducted from pay checks as follows:

	Fees	Dues
Professor	$210.00	$7.00
Associate Professor	165.00	5.50
Assistant Professor	102.50	3.75
Instructor	60.00	2.00

Fees and dues are automatically changed as promotions occur.

602.14 Jury Duty

An employee who receives a subpoena or a call to jury duty, or to a coroner's inquest, should report this to his Department Chairman and to the Personnel Office as soon as possible. An employee may be absent with pay for time actually served and reasonable travel time for jury duty. All fees received for jury duty must be remitted to the State.

602.15 Attendance by Employees at On-Campus Courses (Office of the Chancellor - Memorandum FSA 70-64 dated August 4, 1970)

602.15.1 Job Related Courses

An on-campus course which is clearly job related, as determined by the President, may be financed from specialized training funds; and it may be attended on State time without loss of pay if it is offered only during working hours. The use of State time for this purpose should be granted only if the orderly functioning of the University department is not adversely affected. An employee should be permitted to attend no more than one course at a time during working hours. Each campus should develop local procedures to control the use of State time for class attendance.

602.15.2 Courses that are not Job Related

Employees should not be granted State time with pay to attend classes that are primarily intended for self-development. If an employee is enrolled in a course of study and (for completion of the course) is required to take a course that is offered only in the daytime, he may, at the discretion of the President, be granted vacation leave or leave without pay to take the course, or he may be permitted to make up the work time lost. An employee should be permitted to attend no more than one course at a time during working hours.

602.15.3 Courses Taken on Employee's Own Time

Whenever possible, an employee should be encouraged to take classes during his own time, whether the class is job related or not. The number of courses taken by an employee on his own time should not be so great as to interfere with his job performance during working hours.

602.16 Parking

Paid parking is in effect on all State University and College campuses. Employees desiring to park an automobile on campus must purchase a parking permit and obtain a decal. These may be obtained at the Cashiering Office on the first floor of the Administration Building.

If an employee sells his car, he may obtain another decal free of charge by either showing the remnants of his old decal or by submitting proof that he has purchased parking for that semester.

An employee with an alternate vehicle must stop at the Information Booth, show his parking card, and receive a special pass in order to park in the lot without being ticketed.

Parking regulations on campus are enforced by the State University Police and citations will be issued for violations of parking regulations.

602.17 Entertainment Discount Cards

Available to all CSUN employees through the Personnel Office are special entertainment cards which provide for reduced rates on admission, amusement rides or motel accommodations to such places as Disneyland and Sea World. Employees are invited to take advantage of these discount cards as they can provide a substantial reduction in costs for certain aspects of a trip. The rate of reduction is subject to variance on the part of the establishment providing the card and the rate may not apply to all areas of any specific place.

Support staff employees may also purchase a discount or "activity" card which provides reduced admission costs to many campus functions. The card costs $2.00 per semester and may be purchased through the Campus Box Office, located in the Speech-Drama Building.

602.18 Campus Box Office

The Box Office, located in the Speech-Drama Building, offers a Mutual Ticket Agency, through which employees may purchase tickets for city-wide shows, cultural events, the circus, and other such activities.

602.19 CSUN Library

The CSUN Library has a half million volume collection of books in an open stacks arrangement. As a CSUN faculty or staff member, you can obtain your library card by presenting your CSUN I.D. card (or a letter from your supervisor indicating you are a CSUN employee) at the Circulation desk on the first floor of the Oviatt Library. This card will enable you to charge books on the Library's automated circulation system. For further information and orientation to the Library's resources, inquire at the Information Desk in the lobby on the first floor of the Oviatt Library.

603 Faculty Duties and Responsibilities

All faculty, regardless of rank, are responsible for monitoring the character and quality of their own contributions to the University. Minimum standards of faculty performance are those summarized in paragraph 610.2.4 of this manual.

603.1 Monitoring can be accomplished through consultation with colleagues, classroom visitations, electronic recording and review of one's own lectures or other teaching modes, formal student evaluations of teaching and other means as may be appropriate.

603.2 Faculty Instructional Load

The normal faculty instructional load is considered to be 12 units of lecture and the equivalent to three units of lecture load, including registration, advisement, committee assignments, reports and office hours.

603.3 Released Time for Administration or Research

A faculty member may be released from one or more hours of teaching duty for administration or research. When such research is arranged through the University Foundation (Section 500), it reimburses the State of California for a pro-rata share of salary and associated expenses, and the employee receives his regular academic salary from the State. When other arrangements are made, the faculty member receives salary in proportion to the remaining time scheduled for teaching and related activities.

603.4 Supplementary Employment of Academic and Administrative CSUC Employees

Full-time employment within the California State University and Colleges imposes upon each employee the obligation to devote that degree of effort and attention to his duties necessary to execute fully all the demands of his position whether he is appointed on a nine-, ten-, or twelve-month basis.

It has been a recognized practice in The California State University and Colleges that full-time academic year teaching faculty may exceed their 100% time base during the academic year by a reasonable amount of teaching in extension programs at their own or sister campuses or in programs in other educational institutions.

In addition, there may be instances of academic or administrative employees hired on a full-time basis who also carry on supplementary employment as consultants, employees or owners of outside business or non-profit enterprises, as practitioners or recognized professions, or as holders of elective or appointive office or service, etc.

The responsibility is imposed upon each of us as a professional to exercise discretion and common sense in setting professionally appropriate limits to his total employment context.

The capacity and productivity of individual employees vary across a wide spectrum and militate against a rigid across-the-board application of regulations concerning supplementary employment. While outside employment often bolsters an employee's on-the-job competence, the burden is upon each of us to insure that his outside involvement does not jeopardize his functioning as a full-time California State University and Colleges employee. Such possible conflicts of interest are to be determined and appraised within HRPT (hiring, retention, promotion and tenure) and MSA (Merit Salary Adjustment) evaluation processes.

Overtime work during the academic year--not exceeding three class hours a week--is considered compatible with performance of regular academic duties. (SCAM 3661.2) Such overtime work may be done on research grants or contracts, if specifically authorized by the granting agency. (Research administration is explained in Section 500.) Weekly overtime pay cannot exceed 1/180 of the regular salary, and the total of regular and overtime salary, per week, cannot exceed 1/30 of the regular annual salary.

603.5 University Extension Courses

No full-time faculty member may teach more than six units of college extension courses during a given academic year. (SCAM 3322.2) Normally, this is construed to limit faculty members to three units of extension course per semester, but individual assignments can be adjusted so that occasionally more than three units per semester--but not more than six per year--can be approved. Extension teaching assignments are arranged through the Dean of the School and the Dean of Educational Services.

603.6 Summer School Teaching Assignments

Summer school teaching assignments are limited to one unit per week. The summer school operates two six-week sessions. Summer programs consist primarily of regularly catalogued courses supplemented by special workshops, seminars, and conferences.

Selection of summer programs is the responsibility of the Deans of the various Schools. Suggestions for special institutes, workshops, or courses should be made early in the Spring semester through the department head to the Dean of the School.

By State regulations, the summer session must be self-supporting, so potential enrollment in proposed courses will be of prime consideration. Employment is never guaranteed for the summer session, although regular faculty members are given preference in teaching assignments. Summer teaching assignments may be cancelled in the event of insufficient enrollment.

603.7 Part-Time Employees

Faculty members serving less than full time do not earn tenure, except that faculty members who have gained tenure on full-time basis, and are subsequently reappointed on a part-time basis, have tenure in the fraction of a position represented by their reappointment.

604 General References and Definitions

Each University shall develop, as soon as practicable, procedures whereby tenured members of the faculty shall be involved in recommendations to the President or his designee relating to academic personnel matters. Such procedures shall be submitted to the Chancellor and the Trustees for approval. (Title V, Sect. 42701) These procedures are on file in the Chancellor's Office.

604.1 All policies and procedures in this Manual are intended to be consistent with and supplemental to:

1. The laws of the State, especially Education Code, Division 11, Chapter 9, and interpretations thereof in California Administrative Code Title 5, Chapter 5 (herein referred to as "V");

2. Regulations approved by the Trustees of the California State University and Colleges, especially the State College Administrative Manual, (herein referred to as SCAM);

3. Directives of the Chancellor of the California State University and Colleges;

4. The Constitution and By-Laws of the General Faculty of California State University, Northridge;

5. Procedures adopted by the Personnel Planning and Review Committee not in conflict with the foregoing.

604.2 Employee Classifications

"Academic employee" means an employee engaged either (1) primarily in instruction who is employed and compensated on the basis of class and rank or (2) in very closely related professional activities such as those carried on by Professional Librarians in a state college. . . (V 42700, l)

"Administrative employee" means an employee engaged primarily in one or a combination of professional or quasi-professional activities. . . (V 42700, m)

"Non-academic employee" means an employee who provides supporting services such as secretarial, clerical, and maintenance, which are non-instructional and non-administrative in nature. . . (V 42700, o)

"Academic-administrative" means an employee serving in a key administrative capacity, planning, organizing and directing activities which relate to the instructional programs, and/or participating in policy planning, or whose assignment has been demonstrated to the President and the faculty as, to a high degree, closely identified with the total management of the college. . . (V 42700, p)

"Teaching faculty" means any full-time academic or academic-administrative employee providing instruction, at least half time, averaged over an academic year. Department Chairmen, officers of the General Faculty and representatives of the California State University and Colleges Academic Senate will not cease to be 'Teaching Faculty' because of any reassigned time allotted to them by virtue of their offices.

"Academic titles" (Professor, Associate Professor, Assistant Professor, Instructor, and Assistant) applies only to academic employees and academic-administrative employees holding status in academic departments.

"Lecturer" is a title used to cover a non-permanent academic assignment normally of a visiting or part-time nature where the salary level of the individual is in accordance with his qualifications. . . (V 42700, x)

"Senior rank" refers to Professor and Associate Professor.

604.3 Other Definitions

The definitions stated in "V", Subchapter 6, Article 1, are followed except that the term "Appointment" herein is restricted to include only initial appointment and not such other personnel matters as promotions, tenure, transfers, and demotions, which will be specifically denoted when used.

605 Responsibilities for Personnel Matters

All personnel actions (appointment, retention, tenure, promotion, demotion, suspension, separation, leave, retirement) are the responsibility of the President, or his designee, in keeping with the procedures herein set forth.

605.1 Administrative Personnel

1. The President, or his designee, is responsible for all final decisions or recommendations to the Chancellor and Trustees of the California State University and Colleges on all personnel matters.

2. The Dean of the University decides or recommends on personnel matters as the President's designee and assumes leadership in development of instructional competence and evaluation.

3. The Dean of a School assumes leadership in developing instructional competence in the School.

   a. He reviews the evaluations and recommendations prepared by Department Chairmen within the teaching service area. He evaluates and makes recommendations on members of the School for appointment, retention, tenure, merit salary increase, and for promotion in accordance with applicable criteria.

   b. He transmits the evaluations and recommendations for appointment, retention and tenure to the Dean of the University and transmits the evaluations and recommendations for merit salary increase and promotion to the President of the University or his designee.

4. A Department Chairman assumes leadership in developing instructional competence in the Department and

   a. Assumes initiative in recruiting new members of the Department and in developing effective recruitment practices;

   b. Evaluates and makes recommendations on members of the Department relative to retention, tenure, promotion and merit salary increase;

   c. Transmits his evaluations and recommendations and those of the Departmental Personnel Committee to the Dean of the School.

605.2 Faculty Committees at three levels (University, School and Department) advise and recommend to the President and other administrative officers on all personnel matters. These recommendations shall be based upon evaluative comparison of each faculty member's qualifications against the standards outlined in this Manual for retention, tenure, promotion and merit salary increase. With the exception of the Library Personnel Committee, the Student Affairs Personnel Committee, and the Personnel Planning and Review Committee, all personnel committees shall be composed of tenured teaching faculty members (Sec. 604.2) of senior rank selected by their colleagues. The Library Personnel Committee shall be composed of full-time, tenured senior Librarians selected by their colleagues. The Student Affairs Personnel Committee shall be composed of full-time, tenured senior Student Affairs personnel selected by their colleagues. The Personnel Planning and Review Committee shall be composed of tenured teaching faculty members, a full-time tenured Librarian, and a full-time tenured Student Affairs representative selected by their colleagues as provided in Section 2.21, 2.211, and 2.27 of the By-Laws of the Constitution of the General Faculty. Only faculty in the rank of Professor or Librarian IV and above are eligible to serve on the Personnel Planning and Review Committee.

No faculty member shall serve on personnel committees at two different levels without specific prior authorization from the Personnel Planning and Review Committee. No faculty member who is eligible for promotion (Sec. 610.1), or otherwise personally under consideration, shall serve on such committees. A faculty member on full-time leave in the Spring semester is eligible to serve on a personnel committee during that semester only if he has already taught full-time in the preceding Fall semester.

Faculty members emeriti, lecturers, faculty members who have been notified that they will not be reappointed and faculty members who have resigned shall be prohibited from voting on the election of any personnel committee, on the determination of any personnel committee policy, or on the evaluation of any individual personnel matter.

1. The Personnel Planning and Review Committee reviews and coordinates all actions of departmental and School committees.

   a. It is organized and operates in accordance with the Constitution and By-Laws of the General Faculty.

   b. Problems of interpretation of Sections 604 to 615 inclusive of this Manual shall be referred to the Personnel Planning and Review Committee for resolution.

2. Each School shall establish a Personnel Committee, composed of no fewer than three nor more than seven tenured teaching faculty of senior rank, selected in such manner as the faculty of the School determines. The Dean of the School shall not be a member of the Committee. The School Committee will:

   a. Provide peer judgments and recommendations on matters of retention, tenure and promotion.

   b. Have responsibility generally for the development of particularized criteria appropriate to the School and for such other personnel matters as are prescribed by the faculty of the School for the operation of the Committee, consistent with the personnel policies and procedures of the University.

   c. The Chairman of the Personnel Committee of each School shall file with the Personnel Planning and Review Committee, prior to November 1, particularized criteria appropriate to the School and any authorized and effective personnel policies and regulations adopted for the organization and operation of the Committee, and shall note deviations, if any, of departmental policies and regulations. These criteria, policies and procedures shall be subject to the approval of the Personnel Planning and Review Committee.

3. Each department may elect a personnel committee, normally consisting of either three, five or seven tenured members of senior rank. A department may, with the approval of the School personnel committee, elect a committee consisting of a larger number. The Department Chairman is not eligible for membership but shall consult with the Committee on matters of appointment (Sec. 606.3.1), retention and tenure (Sec. 609.3.5), promotion (Sec. 610.3.5), and (when required by Sec. 611.3) merit salary increases. When a Department chooses not to establish a Departmental Personnel Committee, the functions of the Committee shall be assumed by the Department Chairman.

a. The Personnel Committee of each Department with four or more eligible candidates for membership must consist entirely of faculty members from that department.

b. When a Department with three or fewer members eligible for membership on the Personnel Committee cannot or does not wish to elect a Personnel Committee consisting entirely of its own members, it must conduct its election in a manner approved by the Personnel Committee of that School.

4. Replacement of Personnel Committee Members

a. When an elected member of a personnel committee must be replaced before the end of his term, it shall be accomplished by special election at the appropriate level, unless alternates were chosen at the time of the original election.

b. When a special election cannot be conducted (e.g., during the summer) alternative procedures for replacement of an elected committee member must be approved by the Executive Committee of the Senate.

605.3 Calendar of Personnel Actions and Procedures

The calendar for personnel actions and procedures will be determined by the Faculty Senate no later than the regularly scheduled May meeting each year. The Faculty Senate will receive a proposed calendar for personnel actions and procedures recommended by the Personnel Planning and Review Committee, the Dean of the University, and the Executive Committee of the Faculty Senate. (See Section 616 for the 1974-75 Academic Year Calendar.)

605.4 Scope of Personnel Procedures of the General Faculty

The personnel policies and procedures in Section 600 of the Administrative Manual apply to all General Faculty. Appropriate modifications and specifications of procedures applicable to instruction related areas such as Student Affairs, Library and Audio-Visual must be approved by the Personnel Planning and Review Committee

NOTE: Although the Class I--Class II distinction has been eliminated by Trustee action effective August 30, 1974, the possibility that former Class I faculty members can receive a step increase upon completion of an acceptable terminal degree, requires the continuation of 606.1 and 606.2.

606 Academic Personnel

606.1 Assignment to Class

1. Class I is assigned to those who hold the bachelor's degree or equivalent training. Holders of the Ph.D. or Ed.D. from recognized institutions of higher learning that hold regional accreditation or those faculty members with equivalent preparation are assigned Class II.

   a. Foreign degrees with varying degree terminology may also be accepted for assignment to Class II if the degree is considered to be equivalent to the American Ph.D. The Personnel Officer of the University shall be responsible for verifying foreign degrees and the equivalency of such degrees. He shall make his report to the Dean of the University, who shall recommend assignment to appropriate class.

2. Equivalency to the Doctorate. When a faculty member does not hold the doctorate (FSA 66-62) Class II status may, in exceptional cases, be granted:

   a. When he has achieved a distinguished record of publication or exhibition or performace at the national or international level, or

   b. When his academic or professional performance is equivalent to that for the doctorate.

3. Procedures for change from Class I to Class II

   a. Initiation of a request for change in class may be made by the individual concerned or by his Department Chairman.

   b. Prior to recommending a change of status from Class I to Class II, a department shall develop specific departmental criteria for interpreting 2.a. and 2.b. and submit these for approval by the School Personnel Committee and the Personnel Planning and Review Committee.

   c. The same procedure as required for promotion (Sec. 610.3) shall be followed in making recommendations on requests for changes in class. In addition, the Personnel Planning and Review Committee will review each case under the applicable criteria.

4. Appointment to Class II without the Doctorate

   The criteria used in recommendation of reclassification from Class I to Class II for current faculty members who do not hold the Ph.D. or Ed.D shall also be applied to persons recommended for Class II status on initial appointment.

606.2 Faculty Classification

1. Classification of state university faculty members provides a uniform salary range and equal recognition for each level of service and responsibility. All evaluations shall be made in terms of this purpose. (SCAM 7360.80) Standards for Academic Rank (SCAM 7360.20) are:

"(1) Professor: Entirely satisfactory work and a doctorate taken in a recognized institution of higher learning that holds regional accreditation or equivalent preparation in an appropriate field are required for consideration for appointment or promotion to the rank of Professor.

"(2) Associate Professor: Entirely satisfactory work and a doctorate taken in a recognized institution of higher learning that holds regional accreditation or equivalent preparation in an appropriate field are required for consideration for appointment or promotion to the rank of Associate Professor.

"(3) Assistant Professor or Instructor: Master's degree, or equivalent training, and a reasonable expectation of securing the doctorate, or equivalent training, within a reasonable period of time are required for consideration for appointment or promotion to the academic rank of Assistant Professor or Instructor.

"(4) Assistant: Baccalaureate or Master's degree, or equivalent training, is required for consideration for appointment to the rank of Assistant."

2. ~~"Since the nature of the teaching function is such as to preclude the establishment of classification specifications which make exclusive distinction among the various grades of teaching positions, the number of positions of each given academic rank and grade rank in each state university shall be such as to provide for an equitable distribution of faculty members by academic rank. Recommended minimum and maximum percentages academic rank. Recommended minimum and maximum percentages for faculty members by academic rank follow: (SCAM 7360.10):~~

~~Academic Rank~~	~~Minimum~~	~~Maximum~~
~~"Professor~~	~~25%~~	~~35%~~
~~"Associate Professor~~	~~20%~~	~~25%~~
~~"Assistant Professor~~	~~25%~~	~~35%~~
~~"Instructor~~	~~15%~~	~~20%~~

~~"The maximum percentages for the academic ranks for Professor, , , and Associate Professor, , , will not exceed 60% of the total number of all faculty members having academic rank. This is interpreted to mean 60% of the full-time equivalent of the faculty members having academic rank and grade rank within the college, , ,"~~ ~~(SCAM 7360.10)~~

~~3.--This quota shall be imposed at the School level throughout the University except that, in special instances approved by the Personnel Planning and Review Committee and the President, a School may exceed this limitation by no more than 5% of the base used in determining the faculty allocation.~~

606.3 Recruitment and Selection Procedures

1. In the recruitment of faculty, notices of position openings shall be placed in appropriate media and publicized through available channels. Every attempt shall be made to solicit applicants from minority and women candidates. Assistance in publicizing vacancies from minority and women candidates is available from minority faculty colleagues or members of the Affirmative Action Advisory Board who can be contacted through the Personnel Office.

2. Prior to recommending a full-time faculty appointment, the Department Chairman shall, whenever possible, consult with Departmental Personnel Committee and, whenever possible, with the tenured members of the department, but in all cases, the final responsibility for recommendation to the Dean rests with the Department Chairman.

3. Appointment shall normally be at Instructor or Assistant Professor rank. Senior rank shall be granted only in unusual circumstances after recommendation by the Personnel Committee and the Dean of the appropriate School.

4. Initial appointment of full-time lecturers shall follow the normal recruitment and selection procedures. (606.3.1) Appointment to a second year as full-time lecturer shall follow the same procedures except that if the appointment is at senior rank, the recommendation shall be reviewed by the School Personnel Committee. Lectureships shall be limited to a maximum of two consecutive years. If at the completion of one or two years' service as a lecturer, the lecturer is appointed to a class and rank (tenure track) position on the faculty, the recommendation for his appointment shall follow the normal recruitment and selection procedures except that it shall be reviewed by the School Personnel Committee. Lectureships shall not be used in lieu of probation.

5. No student working toward a degree at this University shall hold a full-time faculty position, other than that of Lecturer, at the rank of Instructor or above in the same department in which he is pursuing a degree.

606.4 Appointments of Academic Personnel

1. A file shall be compiled for each candidate recommended for appointment. The responsibility for compiling such file falls jointly on the Dean of the School and the Department Chairman. It should contain a signed official application (SC-1 Form) and adequate supporting evidence.

2. In making appointments, factors to be given primary consideration include:

   a. Excellence in scholarship and training.

   b. Interest and skill in teaching.

   c. Promise of professional growth.

   d. Qualifications of personal maturity.

3. Prospective appointees will be interviewed by the Dean of the School or his designee. Where such interviews are not feasible, telephone calls of inquiry and investigation shall be made.

4. No promise with respect to appointment may be made by any officer other than the President, the Dean of the University, or the Dean of the School concerned.

5. Every offer of full-time appointment shall be made by the President in writing, with the written concurrence of the Dean of the University, the Dean of the School and the Chairman of the Department concerned.

6. After a final affirmative decision is reached the official letter of appointment shall proceed promptly. The faculty member's Teaching Service Area(s) shall be designated in the official letter of appointment. A statement outlining conditions and policy on probation, tenure and promotion shall be attached to every official offer of employment.

7. No promise concerning eventual retention, tenure or promotion shall be made to any candidate by any officer or faculty member of the University.

606.5 Appointment of Academic-Administrative Employees

1. Normally each person initially appointed to an academic-administrative assignment will have concurrent appointment and rank, through procedures on academic appointment outlined above, (606.3 & 4), in the academic department for which he qualifies. Retreat rights accompany tenure (609.6) in such appointments only if the department concerned shall have approved the appointment of such academic-administrative officer to the department.

2. Each person who moves into an academic-administrative assignment shall carry his rank with him and shall retain retreat rights to his current academic rank.

606.6 Appointment of Adjunct Professors

1. In cases where the University may benefit from the temporary appointment of a professional person or a distinguished member of the community, such person may be designated as an Adjunct Professor. Except in unusual cases, Adjunct Professors shall possess qualifications the same as or higher than those of the regular faculty members in the Department offering the appointment.

2. Adjunct professors shall be reimbursed at the rate of one dollar per academic year (Title 5, Section 42801 (i)). When resources permit, they may be entitled to privileges commonly accorded part-time faculty members, including use of office space, Library privileges, parking privileges and a faculty identification card. Adjunct professors shall be identified in the faculty listing in the University catalogue.

3. The President is responsible for the appointment of Adjunct Professors based on recommendations of the Department Chairman, the Department Personnel Committee and the Dean of the School. Appointments shall be reviewed annually and renewed only in the same manner as the original appointment is made.

606.7 Employment of Relatives

1. Individuals employed at California State University, Northridge are to be judged on their own merits. Therefore, near relatives of faculty members (teachers, administrators, librarians) may be appointed to fill academic positions (teaching, administrative, and library).

2. Except under the most exceptional circumstances, as determined by the President in consultation with the Personnel Planning and Review Committee, no person may be appointed to fill a tenure track position, academic or otherwise, in which the employee will be under the supervision of the near relative, or when he or she is to serve in the same academic department. In each such case where the Personnel Planning and Review Committee is to make a recommendation it shall give careful attention to the requirements of both the Affirmative Action Program of the University and its policy to select the most highly qualified candidate.

3. No University employee may initiate or participate in institutional decisions involving a direct benefit (such as appointment, retention, promotion, leave of absence, etc.) to a near relative.

4. The term "supervision" as used above includes all persons in direct line of authority plus Associate Deans within their respective Schools.

5. A "near relative" is defined as a son, daughter, brother, sister, mother, father, husband, or wife.

606.8 Appointment of All-University Deans and Vice Presidents

1. Such administrative vacancies shall be publicized to the General Faculty and to potential candidates outside the University.

2. Applicants shall be screened by a five-man committee composed of two presidential appointees, two members from the Personnel Planning and Reveiw Committee elected by that Committee, and the President of the General Faculty, who shall serve as Chairman. A committee member who becomes a candidate shall resign and be replaced appropriately.

3. The Screening Committee shall nominate at least three candidates, one of whom must not be a member of this faculty at the time of his nomination. The Screening Committee may rank candidates in order of preference and shall submit its recommendation to the President of the University through the Personnel Planning and Review Committee.

4. A Dean or Vice President chosen from the present staff will retain his retreat rights to current academic affiliation. A Dean or Vice President appointed from outside the University may be granted academic rank in accordance with (606.5) above.

5. All-University Deans shall be evaluated as noted in Section 606.8.

606.9 Appointment and Evaluation of Deans of Schools

1. A five-member Selection Committee to nominate a Dean of a School will be composed of 3 members elected by the faculty of the School concerned from amongst the tenured senior rank Professors in that School, 1 member elected by the Personnel Planning and Review Committee from its own membership, and 1 member appointed by the President. The procedure for screening and appointment shall correspond to that prescribed for All-University Deans.

2. The President or the Dean of the University, at the request of the President, shall evaluate the various Deans of instructional units and service areas at intervals not to exceed three years. He shall, during the evaluative process, consult with the Department Chairmen after they have had an opportunity to consult with their departments. He may also consult any other sources at his discretion.

606.10 Appointment of Associate Deans of Schools

An Associate Dean shall be chosen as follows:

1. Administrative vacancies in this classification are to be publicized to the General Faculty and to potential candidates outside the institution.

2. Nominations shall be made by the Dean of the School involved with the advice and consent of the School Personnel Committee and the Department Chairman of that School. The recommendations shall be reviewed by the Personnel Planning and Review Committee and forwarded to the President, who shall make the final selection.

3. Associate Deans chosen from the present staff shall retain academic affiliation. Any Associate Dean appointed from outside the University will hold academic rank subject to the provisions of Section 606.5 and regulations of the Board of Trustees.

4. Part-time Associate Deans are normally appointed from present staff. In such cases, notification and solicitation of candidates can be limited to the General Faculty of this campus.

606.11 Appointment and Evaluation of Department Chairman

1. In the event of a vacancy, the Dean shall call a meeting of the departmental faculty for the election of a committee of three to five tenured teaching faculty to serve as a Screening and Selection Committee. Where such a committee cannot be formed, the Dean shall so advise the School Personnel Committee, which shall determine the appropriate action. The first meeting of the Screening Committee shall be called by the Dean or his designee.

   a. No member of a department faculty who will not be reappointed, who is on terminal notice, or who has resigned or accepted another full-time position elsewhere shall vote in the election of, nor serve on the Screening and Selection Committee.

2. The Department Screening and Selection Committee shall nominate at least one but not more than three candidates for the position of Department Chairman. Departments may vote on the recommendations of the Screening Committee before they are submitted to the President. All candidates shall have indicated a willingness to serve. A committee member who becomes a candidate shall resign and be replaced.

3. The Department Committee shall submit its recommendation to the Dean of the School and may rank candidates in order of preference.

4. The Dean of the School shall transmit to the President of the University the recommendations of the Department Committee together with his own recommendation.

5. Department Chairmen are appointed by the President of the University.

6. At intervals of no more than three years, or upon the written request of a majority of the teaching faculty of a department, a meeting of each department shall be called by the Dean of the School to discuss the overall functioning of the department. Such a meeting shall be in the absence of the Department Chairperson.

   During the five working days following this meeting, the Dean shall provide the opportunity for personal conferences with the faculty of the department. Immediately following such a period, the Dean shall poll the tenured faculty by secret ballot, and if a majority so indicate, a formal evaluation of the department and chairperson shall be undertaken. In any case, a formal evaluation may be undertaken at the discretion of the Dean. When the evaluation option is chosen, it shall be conducted as a constructive audit of the department's performance and may include examination of its organization, curriculum, personnel policies and other areas of concern as may seem appropriate.

   a. No member of a department faculty who has been denied retention, who is on terminal notice, or who has resigned or accepted another full-time position elsewhere shall vote on the need for evaluation of the Chairman.

7. The method of formal evaluation shall be at the discretion of the Dean of the School, with the approval of the Personnel Planning and Review Committee.

8. Acting appointments shall be made only on a year-to-year basis. During the period of such an appointment an active search for a permanent Chairman shall be conducted.

9. The ultimate decision regarding all appointments and continuation of the Department Chairman shall rest with the President.

607 Personnel Files

The Professional Information File and the Personnel Action File shall be utilized in personnel considerations. The Personnel Office File and the Employment File shall not be used in personnel considerations. A faculty member may add material in his Professional Information File at any time. Material submitted by the faculty member after the completion of the deliberations of his department may not be included in the considerations for that year unless specifically approved by the University Personnel Planning and Review Committee. Requests for such approval must contain recommendations from both the department and school involved.

607.1 Faculty Member's Professional Information File

Each faculty member has the responsibility of establishing and maintaining a record of professional information which shall be submitted by the faculty member at the appropriate time for use

in evaluation for retention, tenure, promotion and merit salary increase. The Department Chairman shall assist the faculty member in the development of his professional file and alert him in advance of the time when the file may be requested of him. The Professional Information File should contain a current resume and such forms as the University may, from time to time, prescribe. The file shall also contain data on:

1. Qualifications for teaching: degree, experience, research, publications.
2. Teaching excellence.
3. Professional contributions.
4. Contributions to the University.

The faculty member may include, additionally, any other pertinent support material.

607.2 Personnel Action File

This file is kept in the office of the School Dean for use in personnel actions (such as retention, tenure, promotion, and merit salary adjustments) and related matters. Because of problems of physical access to the file it may be desirable to keep a duplicate file in the faculty member's departmental office. Where files are kept in both the School and the department office, the Department Chairman and the Dean of the School shall be responsible for assuring that they are identical files.

The Personnel Action File should include:

1. Copy of SC-1.
2. Copy of appointment letter.
3. Probationary Faculty Member's Evaluation Conference Forms.
4. Copies of departmental recommendation on retention or promotion.
5. Copies of recommendations made by the School Committee and Dean.
6. Copies of notice letters on retention, promotion, etc.
7. Correspondence concerning such matters as reappointment as Lecturer, approval of leave requests, and similar personnel actions.
8. Department and/or School required documents, such as teaching evaluations, etc.
9. Other communications or materials deemed by the Department Chairman or Dean to be relevant to the purpose of the file.

It is not expected that all communications reaching a department or School regarding a faculty member will be placed in this file. Derogatory written communications may be placed in the file at the discretion of the Department Chairman or Dean. The faculty member

shall be afforded an opportunity to place in the file a written response to any derogatory materials. No derogatory material placed in the file may be removed without prior authorization from the Personnel Planning and Review Committee.

607.3 Personnel Office File

The Personnel Office File should include:

1. SC-1 and faculty requisition.
2. Letter of appointment.
3. Letter of acceptance.
4. Official State forms and insurance records.
5. University actions.
   - 5.1 Reappointment or termination.
   - 5.2 MSA recommendations.
   - 5.3 Approval of leaves.
   - 5.4 Reappointment of letters to Lecturers.

607.4 Employment File

A confidential file for each full-time faculty member of the University will be established in the Personnel Office at the time of his employment. This file is not open to the faculty member nor to personnel committees. It will contain confidential documents such as pre-employment placement papers, pre-employment evaluation forms, and letters of recommendation.

607.5 Completeness of the Files

If the evidence in the file is not satisfactory to any individual or committee charged with making a recommendation, or if it does not appear to support the recommendations made, the file may be returned to the appropriate level for amplification.

607.6 Access to the Files

1. A faculty member shall have full and unqualified right to inspect all materials in his Personnel Action File and Personnel Office File.

2. Administrative personnel charged with making recommendations in personnel matters and members of duly constituted personnel committees shall have the right of access to Professional Information Files and Personnel Action Files.

3. The Personnel Planning and Review Committee may authorize members of a duly constituted committee to examine Professional Information Files and Personnel Action Files, subject to rules of confidentiality.

608 Confidentiality of Personnel Considerations

All Personnel considerations of specific individuals, having to do with matters of promotion, retention and tenure, made by any personnel committee acting under provisions of this Manual, and/or the Constitution and/or the By-laws of the General Faculty of this University (departmental personnel committees, School personnel committees and the Personnel Planning and Review Committee) shall be, in whole and in part, confidential: that is, shall not be discussed, either by members of the committee or by those consulted, with other than those privileged to have such information. Faculty grievance and disciplinary action committees are privileged to have such information.

608.1 A Personnel committee might, on occasion, because of the nature of matters under consideration, invite non-members of that committee (i.e.: Department Chairmen, Deans of Schools, chairmen and members of other personnel committees, faculty members under consideration) to participate in the committee's deliberations. When these deliberations involve personnel consideration of specific individuals, such considerations shall be, in whole and in part, confidential, and shall not be discussed, either by members of the committee or by faculty consulted, with other than those privileged to have such information.

608.2 All personnel considerations of specific individuals made in accordance with the requirement for consultation (Sections 609 to 617 inclusive) shall be, in whole and in part, confidential.

608.3 All personnel considerations of specific individuals which take place in consultations between department personnel committees and the tenured members of a department shall be, in whole and in part, confidential.

608.4 Any violation of the confidentiality requirements of this Section shall be presumed to be unprofessional conduct.

609 Probation and Tenure of Academic Personnel

609.1 State Regulations

1. Notice of Reappointment, Tenure and Termination

a. A faculty member shall be appointed initially for no more than one academic year. Individuals appointed in mid-year will be considered as though they had been appointed the following September (V 42703 4). Individuals on part-time appointment do not earn credit toward tenure.

b. A faculty member in his first year of full-time service shall be notified by March 1 that he is to be reappointed, receive tenure, or is to be terminated at the end of that academic year.

c. In his second year of full-time service he shall be notified by December 15 that he is to be terminated at the end of that academic year, or is to receive further evaluation and notice regarding his third year by June 1.

d. If he is subject to further evaluation in his second year, he shall be notified by June 1 that his subsequent year is an additional probationary year, or a first year of tenure, or is to be a terminal year.

e. In his third or subsequent year of full-time service he shall be notified by June 1 that his subsequent year is to be an additional probationary year, or a first year of tenure, or is to be a terminal year.

2. Tenured status for faculty whose full-time service began before September 1, 1971, becomes operative under the following conditions:

a. After serving two semesters full time during each of four successive academic years, the faculty member shall be accorded tenure on beginning his fifth successive academic year of service unless such year is his terminal notice year. (V 43560.1)

b. A faculty member with tenure at one existing state university who transfers to another existing state university shall gain tenure on beginning a second consecutive academic year of service. (V 43560.1)

c. A faculty member initially appointed to the rank of Professor may gain tenure on beginning a second consecutive academic year of service and shall gain tenure on beginning a third consecutive academic year of service unless such year is a terminal notice year. (V 43560.1)

d. In the case of persons whose initial full-time service as a Lecturer first began prior to September 1, 1971, and has continued without break from the time of his initial appointment, not to exceed two years of such service as a Lecturer may be credited as service required for tenure. (V 43571)

3. Tenured status for faculty whose full-time service began on or after September 1, 1971, becomes operative under the following conditions:

a. The normal pattern of awarding tenure shall involve the assessment of a faculty member's performance over a period of four successive academic years.

b. The President may determine to award a fifth probationary year appointment. Should it be considered by the end of that year that more time is still necessary to evaluate the probationary academic employee for tenure purposes, the President may award a final sixth probationary year appointment. For those denied tenure following the final probationary year, a terminal year shall be awarded. A probationary academic employee shall not serve more than seven successive full-time years.

c. If a tenured academic employee transfers from another state university, he may be appointed with tenure or with such credit towards tenure as the President shall determine.

d. If a probationary academic employee transfers from another state university, he may be appointed with such credit toward tenure as the President shall determine.

e. If the academic employee is initially appointed to the rank of Professor he may be considered for tenure during his first year, and, not later than June 1 of his second year, he shall be notified by the President or his designee that he will either receive tenure or that he will receive a terminal year.

f. The President in special circumstances may award tenure to any probationary academic employee earlier than the normal probationary period otherwise provided in this Section, when, following an evaluation of the performance of the faculty member at the university, he finds that such early award of tenure is advantageous to the institution.

g. Tenure shall be effective when the academic employee enters upon his duties at the same university at the beginning of the academic year next succeeding the year during which tenure is awarded.

h. Probationary academic employees serving on 12 month appointments whose full-time service began on or after September 1, 1971, shall gain service credit toward tenure in the same manner as academic year employees at the same university and shall be subject to the notice dates and termination dates as are applicable to academic year employees at the same university as specified in this Section. (V 43561)

i. In the case of Lecturers whose initial full-time service first began on or after September 1, 1971, not to exceed two years of such service, may be credited as service required for tenure, if it has been without break. Tenure may be awarded at the rank of Professor based on service as a Lecturer only if a two-year tenure period is utilized, in which event up to one year of service as Lecturer may be credited.

4. Director of Athletics and Athletic Coach

a. The above provisions relating to academic tenure shall not be applicable to periods of service in the classes of Director of Athletics or Athletic Coach.

b. Appointments to the classes of Director of Athletics or Athletic Coach shall be made by the President on either an academic year, ten-month, or twelve-month basis and may be renewed on a year-to-year basis, without acquisition of tenure.

c. Individuals who have served without a break in service in the classes of Director of Athletics or Athletic Coach, or both, and who are appointed to positions in which academic tenure may be gained, may be credited with not more than two years of service in such positions as service required for tenure; provided, that when such an individual is appointed to the position of Professor, he must serve at least one year in probationary status immediately prior to gaining tenure.

d. These provisions shall not be applicable to probationary academic employees appointed prior to September 1, 1971, provided that at the discretion of the President and at the request of the academic employee an academic employee who has been serving as a Coach or Director of Athletics, may be appointed under the provisions of (b) above.

609.2 University Policies

1. Tenure is earned by a probationary faculty member and is not granted automatically. The probationary faculty member must demonstrate to his colleagues that he is worthy of retention. A probationary faculty member who receives a negative recommendation shall be given an opportunity within five school days to discuss with the Chairman of the Committee and/or the administrator who made a negative recommendation the specific reasons why reappointment may be in doubt. Also, within this same period of time a probationary faculty member, if he wishes, may in writing, request the first authority giving a negative recommendation to specify the reasons to the candidate in writing. That authority shall, within five school days, give to the candidate the specific reasons in writing. When written reasons are requested, subsequent authorities shall signify their concurrence with these reasons or shall indicate additional or different reasons if their recommendations are based on additional or different grounds. These written statements shall become part of the Personnel Action File and shall not necessarily represent the official view of the University. Within five school days after the faculty member has been notified of the President's decision, the probationary faculty member is entitled to request, in writing, a written statement of reasons from the University. This written statement shall be sent to the faculty member within five school days or as soon thereafter as possible and will become part of his Personnel Action File.

2. Each probationary faculty member shall receive from his Department Chairman written appraisal of his performance at the end of each probationary year of employment. Whenever possible, such appraisals shall be written by the Department Chairman after consultation with the tenured members of the Department. A copy of each evaluation shall be included in the faculty member's School Personnel File. Such evaluations are not required when probationary faculty have been given terminal notice.

3. Recommendations should consider information from other faculty members and any other source, including, but not limited to students. (V 42701)

4. Basis for making judgments on retention and criteria for granting of tenure:

   a. Evidence of teaching competence shall be of primary importance and shall be based upon department requirements. Each department shall be required to submit to the School Personnel Committee for approval their procedure for evaluating teaching competence. Such procedures, when approved, shall be publicized to all faculty members in the department.

   b. Professional preparation (qualification for teaching).

c. Continued professional productivity.

d. Professional contributions (to University and field of study).

e. Professional and personal relationships.

f. Discharge of professional responsibilities as outlined in Section 616.

5. A probationary faculty member who shows little indication of success at this University shall not be retained for a second year. One who shows weakness but promise of improvement, may be retained for the second year; if, however, during the second year, he does not show marked improvement, he shall not be retained.

6. Any special condition or limitation affecting his retention or tenure should be clearly stated in writing to the candidate prior to the time of initial appointment.

609.3 Procedures for Determining Retention and Tenure

Procedures for determining retention or tenure are subject to the confidentiality requirements of Section 608 of this Manual.

1. Each Department's Personnel Committee shall review all relevant data in light of the criteria for retention or tenure and shall submit their recommendation on each candidate. Prior to submitting their recommendation, the Department Committee shall invite each faculty member under consideration to meet with them to elaborate upon material in his personnel file or to answer questions that may exist.

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* Administrative Manual, 610.2.1.c., "No faculty member shall be approved for tenure who has not demonstrated that he is potentially promotable." SCAM, 7360.40, "For promotion to any rank above that of Instructor and Junior Instructor, the applicant should show definite promise of being a real and valuable addition to the University in terms of personal relationships."

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2. Each Department Chairman shall make qualitative evaluations on retention and tenure independent of Departmental Committee recommendations.

3. The Personnel Committee of the School shall review the departmental recommendation on each candidate.

4. The Dean of each School shall make qualitative evaluations on retention and tenure independent of School Committee recommendations.

5. When both the Dean and the School Personnel Committee recommend positively on a probationary faculty member who has received negative recommendations from both the Department Chairman and the Department Committee, the Dean will schedule a meeting involving all four recommending parties at which the School representatives will explain their reasons for reversing the departmental recommendations. Should the disagreement persist at the conclusion of this meeting, all four parties shall submit the reasons for their decision in writing to the President.

6. Consultation

   a. There shall be consultation between the Departmental Personnel Committee (where one exists) and the Department Chairman. Where no departmental Committee exists, the Department Chairman shall, whenever possible, consult with the tenured members of the department prior to making his recommendations on retention and tenure. When the granting of tenure is involved, the Departmental Personnel Committee (where one exists) shall, whenever possible, consult with the tenured members of the department.

   b. There shall be consultation between the School Committee and the Dean.

   c. Other consultations among recommending agencies are permissible by mutual agreement.

7. Transmission of Recommendations

   a. The Chairman of the Departmental Personnel Committee shall transmit the Committee's recommendations on retention and tenure to the Department Chairman.

   b. The Department Chairman shall transmit his recommendations and those of the Departmental Personnel Committee (including the results of final balloting) or, where no Committee exists, the recommendations of the tenured teaching faculty of the department, to the Dean of the School.

   c. The Dean shall transmit these recommendations to the Chairman of the School Personnel Committee.

   d. The Chairman of the School Personnel Committee shall transmit the recommendations of the School Personnel Committee to the Dean.

   e. The Dean shall transmit all recommendations, including his own, to the President of the University.

609.4 Notification of Candidates for Retention and/or Tenure

1. The Department Chairman and the Chairman of the Departmental Personnel Committee, separately and in writing, shall inform each candidate for retention and tenure of the recommendation at the department level in his case, such letter not to include the disclosure of any vote or numerical division of the Committee.

2. School committees and/or Deans shall notify each candidate for retention or tenure, and his Department Chairman, of any negative recommendation at the School level in his case. Within five school days of such notification the affected faculty member may, in writing, appeal any negative decision made at the School level to the Personnel Planning and Review Committee.

3. The first agency issuing a negative recommendation shall include in it clear notification of the candidate's right to written reasons as provided in Section 609.2.1.

609.5 A copy of all notifications sent to the faculty member shall be sent to the appropriate Department Chairman.

609.6 The decision of the President on retention and tenure is final with respect to personnel actions on this campus.

Reappointments to a succeeding academic year, and the award of tenure may be accomplished only by notice by the President or his designee. No person shall be deemed to have been reappointed or to have been awarded tenure because notice is not given or received by the time or in the manner prescribed. Should it occur that no notice is received by the times prescribed, it is the duty of the academic employee concerned to make inquiry to determine the decision of the President who shall without delay give notice.

609.7 Tenure of Academic-Administrative Personnel

Academic-administrative personnel do not receive tenure in their assignments as administrators. Tenure in an academic status must be granted in accordance with the foregoing rules.

609.8 Emeritus Status

1. Upon recommendation of either his/her Department Chairman, Department Personnel Committee, School Personnel Committee or School Dean (or other equivalent supervisor), and review and recommendation by the Personnel Planning and Review Committee, a senior tenured member of the electorate of the General Faculty who has retired from active service at California State University, Northridge may be granted Emeritus Status by the President of the University.

2. Faculty members gaining Emeritus Status at California State University, Northridge shall continue to enjoy the rights and perquisites of members of the General Faculty except those of voting and of membership on faculty committees. Emeritus faculty shall be identified in the lists of faculty in the Catalogue of the University and shall be supplied a faculty identification card.

610 Promotions

610.1 Eligibility

1. A faculty member in the rank of Associate Professor or Assistant Professor shall be considered for promotion during his fourth year in rank and every year thereafter until promotion is granted. Individuals appointed in February shall be considered as though they had been appointed in the following September. In the case of academic employees who first began their consecutive full-time service during an academic year commencing on or after September 1, 1971, only tenured faculty or those selected for the simultaneous award of tenure may be promoted to the ranks of Associate Professor or Professor.

2. A faculty member in the rank of Assistant or Instructor shall be considered for promotion each year after completing one year of service in rank.

3. A faculty member who is in his first, second or third year of service in the rank of Assistant Professor or above may be considered for promotion only upon special recommendation of his Department Chairman or Dean or Departmental Personnel Committee.

4. A faculty member may, in writing, withdraw his name from consideration at any time by a letter to his Department Chairman. Such withdrawal from consideration shall not make him eligible to serve on a personnel committee.

5. A faculty member on leave, who is a candidate for promotion shall be considered as carefully as if he were not on leave. He must insure that his School Personnel File is up-to-date and should inform his Department Chairman of his current and projected activities which might have a bearing on his promotability.

6. Special Promotion Pending Approaching Retirement

A tenured member of the faculty may be considered for a special promotion if he meets the following specifications:

a. Has served in his present rank for at least 8 years.

b. Has reached the age of 62 years.

c. Is recommended for such promotion by the Personnel Committee and Dean of his School or, upon his appeal, by the Personnel Planning and Review Committee of the University.

Such promotions are made a charge against the quotas in rank for the University as a whole rather than against those of the particular School.

610.2 Criteria

1. General Considerations

a. "Recommendations on faculty promotions shall be based on the following considerations:

(1) Evidence of teaching competence shall be of primary importance and shall be based upon department requirements. Each department shall be required to submit to the School Personnel Committee for approval its procedure for evaluating teaching competence. Such procedures, when approved, shall be publicized to all faculty members in the department.

(2) Professional preparation (qualifications for teaching).

(3) Continued professional productivity.

(4) Professional contributions (to University and field of study).

(5) Professional and personal relationships.

(6) Discharge of professional responsibilities as outlined in Section 616.

Those making recommendations should consider information from other faculty members and any other source, including, but not limited to, students." (V 42701)

b. While excellence is encouraged in all categories of criteria, the strength and quality of contributions will not exhibit the same profile for all candidates under consideration.

c. No faculty member shall be approved for tenure who has not demonstrated that he is potentially promotable. In all instances, however, it is the quality or merit of actual contributions which shall be evaluated. "Mere time in rank shall not be considered of value for promotional purposes." (SCAM 7360.50)

d. Any special condition or limitation affecting prospects for promotion other than the conditions set forth in the Personnel Policies and Procedures for Academic Personnel should be clearly stated in the letter of appointment.

2. Promotion Without Terminal Degree

a. The doctorate (or accepted terminal degree) is the desired minimum level of preparation for appointment, tenure, and promotion.

b. The University, however, recognizes the contributions of outstanding faculty members who do not have the doctorate or accepted terminal degree. An exceptional record of teaching excellence, distinction in professional contributions and outstanding contributions to the University, along with unusually fine personal qualifications shall be considered adequate justification for promotion.

3. Variations Among Academic Fields

a. Because of variations among academic fields, it is difficult to apply any set of criteria uniformly.

b. Departments and Schools shall assume the responsibility of developing and applying the more specific criteria which identify excellence and distinction in their particular areas.

c. The Personnel Planning and Review Committee shall review and approve the more specific criteria for promotion developed by the departments and Schools.

4. Guides for Definitions of Rank and Minimum Criteria for Promotion

a. "The following characteristics of applicants should be considered for appointment to or promotion in academic and grade rank (SCAM 7360.40):

(1) "Contributions to field of learning, such as publications, participation in professional activities, membership on committees and in organizations of state or national scope and other contributions reflecting credit in terms of the individual's professional standing and in work which reflects recognition to the College.

(2) "Improvement and efficiency in teaching ability, including such factors as presentation, inspiration, and appreciation of student difficulties and background in the light of the nature of subjects and students taught. For appointment or promotion to any rank above that of Instructor. . .special consideration should be given to promise of developing effective teaching ability.

(3) "Value of the applicant to the College in the way of committee work, student advising, assumption of responsibility, community contacts and activities, cooperativeness, professional attitudes, speech, sociability, and other similar personal traits and contributions. For promotion to any rank above that of Instructor, the applicant should show definite promise of being a valuable addition to the College in terms of personal relationships."

b. For the guidance of personnel committees, Table 1 presents similar criteria under four headings: (1) qualifications for teaching; (2) teaching excellence; (3) professional contributions; and (4) contributions to the University. The first two categories--qualifications for teaching and teaching excellence--are considered primary.

610.3 Promotion Procedures

Promotion procedures are subject to the confidentiality requirements of Section 608 of this Manual.

1. Each Department's Personnel Committee shall review all relevant data in light of the criteria for retention or tenure and shall submit their recommendation on each candidate. Prior to submitting their recommendation, the Department Committee shall invite each faculty member under consideration to meet with them to elaborate upon material in his personnel file or to answer questions that may exist.

TABLE I

GUIDE FOR DEFINITION OF RANK AND MINIMUM CRITERIA FOR PROMOTION

(These criteria are general. Qualitative and quantitative difference will occur in applying them to individual cases.)

DEFINITION OF RANK	INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
	The rank of Instructor usually requires scholarly work beyond the Master's level and promise to achieve in university teaching.	Demonstrated potential to achieve in the University based upon academic achievements and/or outstanding experience.	The rank of Associate Professor requires clear demonstration from the Assistant Professor that he is well along the way to achieve those things which are recognized by the University in the approved criteria for promotion and in his profession as essential for senior rank.	The rank of Professor is reserved for those Associate Professors who have definitely earned a high order of respect and recognition from their colleagues, both in the University and in their professions, and whose record strongly implies continuing personal and professional growth.
MINIMUM CRITERIA				
1. Qualifications for teaching.	Command of and continuing growth in the subject area as a major criterion			
a. Doctorate or terminal degree	Not required	Recommended	Normally Required	Normally Required
b. Relevant experience	Not required	Limited	Extensive	Extensive
c. Research (creative activity beyond terminal degree	Not required	Desirable	Desirable	Normally Required
d. Publication	Not required	Not required	Desirable	Normally Required

	INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
2. Teaching excellence	Teaching effectiveness, including student advisement and conferences, is a primary criterion for tenure as well as promotion to any rank. Evaluation of teaching effectiveness shall be based upon such sources of evidence as class visitation, instructional materials, student appraisals and judgments of professional peers.			
3. Professional contributions				
a. Participation in professional organizations, institutes, etc.	Attendance at professional meetings.	Functions as an active member.	Participation in a program and carrying out significant responsibilities.	Assumes leadership responsibilities; presents major papers.
b. Pioneering work in profession, i.e., organizing professional group, promoting reforms, developing new fields.	Not required	Not required	Desirable	Desirable
c. Community service	Not required	Desirable	Desirable	Desirable
4. Contribution to the University	The quality of the contribution is more important than the level at which it is made.			
Effective participation in faculty and student affairs at various levels. (University, School, Department)	Not required	Desirable	Significant contributions	Leadership qualities, significant contributions
5. Tenure status as a requirement for promotion	Not required	Not required	Required for those appointed 9/1/71 or thereafter	Required for those appointed 9/1/71 or thereafter

a. Academic personnel assigned to administrative duties shall be considered for promotion as though they were performing teaching duties. The provisions set forth in these policies and procedures shall be applied to them as members of the teaching area in which they have retreat rights.

2. Each Department Chairman shall make qualitative evaluations on promotion independent of departmental Committee recommendations.

3. The Personnel Committee of the School will review the departmental recommendations to insure: 1) equitable consideration of each candidate; 2) consistency in the application of the criteria among departments throughout the School and shall submit its own recommendation on promotion for each candidate.

4. The Dean of each School shall make qualitative evaluations on promotion independent of School Committee recommendations.

5. When both the Dean and the School Personnel Committee recommend positively on a faculty member who has received negative recommendations from both the Department Personnel Committee and the Department Chairman, the Dean will schedule a meeting involving all four recommending parties at which the School representatives will explain their reasons for reversing the departmental recommendations. Should the disagreement persist at the conclusion of this meeting, all four parties shall submit the reason for their decision in writing to the President.

6. Consultation

a. There shall be consultation between the Departmental Personnel Committee (where one exists) and the Department Chairman.

b. There shall be consultation between the School Committee and the Dean.

c. The Personnel Planning and Review Committee shall consult with Deans and representatives of School Personnel Committees on matters relative to equitable and consistent application of criteria for promotion among the Schools.

d. Other consultations among recommending agencies are permissible by mutual agreement.

7. Transmission of Recommendations

a. The Chairman of each Departmental Personnel Committee shall transmit the Committee's recommendations on promotion to the Department Chairman.

b. The Department Chairman shall transmit his recommendations and those of the Departmental Personnel Committee (including the results of final balloting) or, where no Committee exists, the recommendation of the tenured teaching faculty of the department, to the Dean of the School.

c. The Dean shall transmit these recommendations to the Chairman of the School Personnel Committee.

d. The Chairman of the School Personnel Committee shall transmit the recommendations of the School Personnel Committee to the Dean.

e. The Dean shall transmit all recommendations including his own to the President of the University.

610.4 Notification of Candidates for Promotion

1. The Department Chairman, the Chairman of the Departmental Personnel Committee, and the Dean, and the Chairman of the School Personnel Committee, separately and in writing shall inform each candidate for promotion of the recommendation at the Department or School level in his case, such letter not to include the disclosure of any vote or numerical division of the Committee. The first agency issuing a negative recommendation shall include in it a clear notification of the candidate's right to written reasons. A faculty member who receives a negative recommendation shall be given an opportunity, within five school days, to discuss with the Chairman of the Committee and/or the administrator who made a negative recommendation the specific reasons why promotion may be in doubt. Also, within this same period of time a faculty member, if he wishes, may in writing request the first authority giving a negative recommendation to specify the reasons to the candidate in writing. That authority shall, within five school days, give to the candidate the specific reasons in writing. When written reasons are requested subsequent authorities shall signify their concurrence with these reasons or shall indicate additional or different reasons if their recommendations are based on additional or different grounds. These written statements shall become part of the Personnel Action File and shall not necessarily represent the official view of the University.

2. Within five school days after the candidate has been notified of the President's decision, he is entitled to request, in writing, a written statement of reasons from the University. This written statement shall be sent to the faculty

member within five school days or as soon thereafter as possible and will become part of his Personnel Action File.

610.5 A copy of all notifications sent to the faculty member shall be sent to the appropriate Department Chairman.

610.6 The decision of the President on promotion is final with respect to personnel actions on this campus.

611 Merit Salary Increases

611.1 Eligibility

A faculty member shall be considered for merit salary increase each year until he has attained the top step of his rank or is promoted. Tenure status shall have no bearing upon a faculty member's eligibility for merit salary increase. Every eligible faculty member shall be reviewed annually to determine his qualifications for merit salary increase.

611.2 Criteria

A faculty member qualifies for a merit salary increase if he fully meets the criteria for the rank which he holds and demonstrates continued professional growth and development. The criteria for determining retention, tenure and promotion shall be applied. Primary emphasis shall be given to teaching competence.

611.3 Procedures

The Dean, in consultation with the Department Chairman, shall be responsible for making recommendations on merit salary increase to the President. If there is question regarding the qualifications of any faculty member for merit salary increase, then the same review procedures, consultation, transmission of recommendations, and notification of affected faculty required for promotions shall be applied.

A candidate who desires to appeal a negative decision made at the School level must do so in writing to the Personnel Planning and Review Committee within five school days of the date of notification.

612 Leaves of Absence for Academic Personnel

Leaves are granted only by the President of the University. Applications should be submitted through the regular University administrative channels.

612.1 Special Leaves

1. Leaves of absence for jury duty will be granted a member of the faculty when he is summoned to such duty. In such cases, the faculty member will receive his salary, less the amount received for jury duty. A faculty member may apply for exemption from jury duty by submitting his jury duty summons to the Personnel Office when the summons is received.

2. Short emergency leaves can be granted in case of serious illness in the family, death, or other such emergencies. (See under "Sick Leave" for use of sick leave for sickness or death in immediate family.)

612.2 Sick Leave

1. No employee is entitled to sick leave with pay until he has been continuously employed for a period of six months. Upon the day following the six months of service, a full-time employee is credited with six days of accumulated sick leave, and is thereafter entitled to twelve days of sick leave with pay for each calendar year of service--at the rate of one day for each calendar month. Part time employees must work the equivalent of six months (960 hours) at full time before becoming eligible for sick leave. Sick leave may be accumulated without limit.

2. Evidence as to the existence of illness may be required, and in no case may sick leave be used as additional vacation time. Right for such leave must be requested on standard forms available in the Administrative offices.

3. Sick leave may be authorized for an employee in case of illness or death in the immediate family. Sick leave may be used up to a maximum of five days for death in the immediate family. Sick leave may be used for illness in the immediate family up to a maximum of five days per calendar year. Sick leave may also be granted to meet legitimate medical and dental appointments.

4. Injuries incurred in the exercise of official University duties must be reported immediately to the University Personnel Office so that a report of the accident may be filed with the State Compensation Insurance Fund. Absences which are the result of such an injury will be compensated through this Fund. Faculty members should avail themselves of the State Compensation Insurance in connection with their accumulated sick leave, in order to receive maximum benefits during the period of the absence. Consult the University Personnel Office for further details.

5. An employee on leave of absence does not receive sick leave credit for the time he is on leave. He does, however, retain the sick leave credit he has accumulated before going on leave. This applies to a leave of absence with pay as well as to leave without pay.

612.3 Military Leave of Absence

1. The two types of military leave are (1) definite (180 calendar days or less) and (2) indefinite (over 180 days). An employee who has worked for one year before either a definite or indefinite military leave, will be paid his salary for the first 30 days of either type leave. If he is going on indefinite leave, he will be paid in addition a settlement for that part of his accrued summer salary which his accumulated service for the current year entitles him to receive.

2. For six months after he receives his honorable military discharge, he is entitled to return to his original position or an equivalent one. After six months this right, if not used, will lapse.

3. Total time spent in military service is counted toward salary increases and retirement benefits. Time served before military leave, and time served after it, are added together toward tenure. The employee on military leave retains his original anniversary date and his accumulated sick leave.

612.4 Leave With Pay (Sabbatical)

1. Sabbatical leaves may be granted after six consecutive years of service. The number of leaves shall not be so great in any department, division, or school, or at the campus as a whole as to disrupt the continued and regular course offerings, or to affect the quality level of education offered to the students. The granting of leaves shall not exceed existing appropriations available for such leaves. (Title V, Section 43003) Such leaves are classified as:

   a. Regular - half year with full pay, or full year with half pay.

   b. Differential - either one semester or one year "with compensation equal to the difference in salary between that received by the person on leave and minimum salary of the instructor rank." (Title V, Section 43000)

2. Leaves of absence with pay are granted by the President under authority delegated to him by the Chancellor. (Executive Order No. 37)

3. An applicant for a sabbatical leave shall forward a request, with appropriate information, via his/her Department Chairman and the Dean of his/her School, to the Dean of the University. The application must be filed with the Dean of the University no later than December 1 for a leave of absence in the following academic year. The Dean of the University shall forward such requests to the Personnel Planning and Review Committee no later than December 15 for review and recommendation to the President of the University.

4. The Personnel Planning and Review Committee, on the basis of materials submitted by the Personnel Office, will recommend

and rank sabbatical requests for the purpose of "study or travel by the employee which will benefit the California State University and Colleges." (Title V, Section 43000, 43004) All approved requests for regular sabbatical will be ranked in order of:

a. Credited time toward sabbatical.

b. Chronological age.

The above criteria do not apply to differential leave.

The Personnel Planning and Review Committee will forward its recommendations to the President.

5. Each faculty member granted a sabbatical leave shall, upon return to service, submit a written report of his/her study to the Department Chairman and the Dean of the School for inclusion in his/her Personnel Action File. Each sabbatical leave must be followed by a term of service to the University for each term of leave. (Title V, Section 43005)

6. Each faculty member on sabbatical shall be entitled to participate in faculty travel funds and to exercise his faculty prerogatives.

7. Normally, a faculty member on sabbatical shall not accept employment elsewhere, although he may accept a Fulbright or payment of travel expenses connected with a sabbatical program. There may be a rare instance where up to half-time employment would actually contribute to the goal of the individual's sabbatical. However, the burden of proof shall be on the individual, in any such exceptional circumstances, to demonstrate the worth of such employment. Sabbatical faculty are not precluded from accepting any employment, but such employment shall be minimal and purely incidental. The President of the University shall insure that any such employment is minimal and incidental, but either amount of time spent nor amount earned shall, in and of themselves, be determinative.

612.5 Leaves Without Pay Following a Leave With Pay

"Each California State College President is designated and authorized to grant an employee one leave of absence without pay not to exceed one year, at any time following the completion of leave of absence with pay by such employee, if the President determines that the best interests of the California State Colleges will be so served. The leave will be granted pursuant to Article 5 of Title 5 of the California Administrative Code, commencing at Section 43000." (Executive Order No. 50, May 2, 1968)

612.6 Leaves Without Pay

1. Leaves of absence for study toward advanced degrees, credentials, fellowships or other academic awards can ordinarily be granted, subject to the availability of a satisfactory replacement for

the applicant. Applications must be made prior to June 15.

2. Leaves of absence for undertaking other employment, travel, etc., are subject to the discretion of the University administration. Application must ordinarily be made at least one full semester in advance of the proposed absence.

3. Part-time leaves will normally not be granted during the first two years of the probationary period.

4. Maternity leave of absence will be granted.

5. Approval of requests for leaves without pay for a period of time, the length of which exceeds two years is delegated to the State College President, subject to the limitations stated in Section 43100 of Title 5. (Executive Order No. 58, January 29, 1969)

6. Eligibility for service benefits: i.e., merit salary increases, promotion credit for probationary period, and sabbatical leave shall be determined in advance of the leave. The request for service benefits shall be made at the time the application for leave without pay is filed. The procedure for determining eligibility shall be identical with the present procedure for granting of credit.

   Credit shall be granted if the faculty member, on returning from leave, files a report and the Dean of the University finds that he has used his leave in accordance with his leave plan which served to determine his eligibility.

   However, in order to receive credit, the faculty member must submit such report no later than one calendar year after he returns to active service.

   The Dean shall consult the Personnel Planning and Review Committee in cases where there appears to have been a diviation from the leave plan.

7. Guidelines for the approval of benefits in the case of leave without pay:

   a. A leave of absence taken during a probationary period for a purpose determined by the President to be valuable to the College shall not constitute a break in service for the purpose of acquiring tenure (V Section 43563). Only in the most unusual circumstances, however, will the President be advised to credit the period of such leave toward the number of years required to achieve tenure. Faculty members utilizing such leaves must, therefore, anticipate that the probationary period will be extended by the period of the leave. (Senate, March 6, 1968)

   b. Credit toward a merit salary increase and promotion may be earned by any activity that enhances the professional experience and status of the faculty member. Teaching and research at other academic institutions, creative

professional work, service in national or state institutions in a professional or advisory capacity are acceptable for credit.

c. Credit toward probational service (tenure) is normally available only for service as a member of the faculty of administration in the California State University and College System.

d. Credit toward sabbatical leave may be earned only by teaching in the California State University and Colleges System, by Scholarly research or by creative activity. No more than one year of credit towards eligibility for sabbatical leave may be granted for leaves of absence without pay. (Title V, Section 43001.)

613 Teaching Service Areas

613.1 Policies Concerning Teaching Service Areas

1. A Teaching Service Area is a recognized subject matter field or a specialized curriculum which is designated by the President of the University, in accordance with approved procedures, as a legitimate and distinct curriculum sub-division appropriate to the overall educational program of the campus.

   The term "teaching service area" has significance in the CSUC system because of its use in that section of Title 5 of the California Administrative Code which deals with layoff procedures. Specifically, Section 43201 (b) states: "Layoff of academic employees shall be by teaching service area within a campus."

2. Teaching Service Area designations are identical to the existing academic departments unless other specific designations are made by the President of the University in accordance with approved procedures (sec. 613.2).

3. All faculty members employed on or before August 30, 1974, are to be automatically assigned to the Teaching Service Area which is associated with the academic department in which the individual's personnel recommendations currently orginate.

4. All faculty appointments made subsequent to approval of these policies shall, in the letter of appointment, designate the Teaching Service Area or Teaching Service Areas to which the faculty member is assigned.

5. Every five years, or sooner as determined by the President, the University shall engage in a thorough review of Teaching Service Area designations and assignment of individual faculty to Teaching Service Areas in accordance with approved policies and procedures. Departments may initiate reviews at other times, provided such reviews are recommended by the appropriate School Dean and approved by the President.

6. Every faculty member shall be assigned at least one Teaching Service Area based on individual competencies. Faculty members may be assigned to more than one Teaching Service Area in accordance with approved procedures. When multiple Teaching Service Areas are assigned to a faculty member, one of these shall be declared primary and the other (s) secondary. A request for designation of a secondary Teaching Service Area, or for the designation of a new primary Teaching Service Area, may be initiated either by the faculty member or the University. Except in the case where Teaching Service Area categories are redefined as a result of a University-wide review, such a change may be made only with the faculty member's consent. Initial assignments of redefined Teaching Service Areas shall be made by the President after consultation and in accordance with approved procedures. An individual shall normally be assigned to the academic department within which his/her primary Teaching Service Area falls, and shall normally receive teaching assignments in that Teaching Service Area unless
(1) he/she is invited to teach, and consents to the assignment, in a secondary Teaching Service Area outside this department,
(2) he/she is assigned to teach in a secondary Teaching Service Area within his/her department,
(3) he/she is officially notified of impending layoff, in which case he/she may elect assignment in one or more of his/her secondary Teaching Service Areas.

7. A Department Chairman may assign a faculty member to teach within any Teaching Service Area associated with the department if, in the opinion of the chairman, such a teaching assignment is in the best interest of the total departmental program. Teaching within Teaching Service Areas outside the faculty member's department, even though the faculty member is not officially assigned to such a Teaching Service Area, is permissible upon the consent of the faculty member. However, mere teaching within a Teaching Service Area does not provide the faculty member with any claim for assignment to that Teaching Service Area except as specifically provided for in Title 5 of the California Administrative Code. (Section 43205. (b) (1))

613.2 Procedures for Designating Teaching Service Areas

1. Procedures for Recommending Changes in Existing Teaching Service Area Designations.

   a. For departments to divide single departmental Teaching Service Areas into two or more departmental Teaching Service Areas there shall be:

      (1) Program review by department

      (2) Determination of new Teaching Service Area titles within departments

         a. A 2/3 vote of all regular full-time faculty shall be required.

b. The recommendation shall be forwarded by the Chairman to the School Dean along with programmatic justification for recommended change.

(3) The School Dean shall consult with School Committee having an advisory role in curricular matters and shall forward his recommendation, along with that of the department to the Dean of the University. The recommendation shall be forwarded to the Dean of the University, along with programmatic justification, for recommended change.

(4) The Dean of the University shall consult with the Educational Policies Committee and forward his recommendation, along with previous recommendations to the President.

(5) The President shall approve or disapprove proposed changes in Teaching Service Areas within departments.

b. For departments to establish a new Teaching Service Area which wholly includes two or more departments there shall be:

(1) Program review by departments involved.

(2) Determination of new Teaching Service Area titles to include two or more departments.

a. A 2/3 vote of all regular full-time faculty in each of the departments involved shall be required.

b. The recommendation shall be forwarded by the appropriate chairmen to School Dean (s) along with programmatic justification for recommended change.

(3) The School Dean (s) shall consult with School Committee (s) having an advisory role in curricular matters and forward his/her recommendation (s) along with other recommendations, to the Dean of the University. The recommendation shall be forwarded to the the Dean of the University, along with programmatic, justification, for recommended change.

(4) The Dean of the University shall consult with the Educational Policies Committee and forward his recommendations to the President.

(5) The President shall approve or disapprove proposed changes in Teaching Service Areas which combine departments.

c. For establishment of new Teaching Service Areas which are interdisciplinary in nature there shall be:

(1) Program review by a five-person faculty committee appointed by the Dean of the University, following

consultation with Educational Policies Committee.

(2) Determination of new interdepartmental Teaching Service Area Titles

a. shall be based on recommendation supported by a majority of the review committee.

b. The recommendation shall be forwarded to the Dean of the University, along with programmatic justification, for recommended change.

(3) The Dean of the University shall consult with the Educational Policies Committee and forward his recommendation, along with previous recommendations, to the President.

(4) The President shall approve or disapprove establishment of new Teaching Service Area designations.

2. Procedures for Recommending the Assignment of Individual Faculty Members to Appropriate Teaching Service Area Designations.

a. Assignment of individual faculty members to appropriate Teaching Service Area designations shall be based on professional competencies.

b. For departments which do not recommend changes in Teaching Service Area designations, or whose recommendations are denied by the President, individual faculty members shall be continued in their prior designations (that of department Teaching Service Area).

c. For approved new departmental Teaching Service Areas (i.e., subdivisions of existing departments):

(1) Assignment of individual faculty to Teaching Service Areas shall be recommended by the departmental personnel committee upon majority vote and forwarded to the Chairman, who shall concur or offer alternative recommendation.

a. Each individual faculty member shall be recommended for a primary Teaching Service Area and, if appropriate, one or more secondary Teaching Service Areas within the department.

(2) Recommendations from the department shall be forwarded by the Chairman to the School Dean. The faculty member shall be informed of the departmental recommendation (s).

(3) The following procedures shall be used in appealing a TSA assignment and decision.

a. A faculty member who believes the departmental recommendation is inconsistent with his competencies may, within 5 days of notification,

request special consideration at the School level.

b. The School Dean, in consultation with the School Personnel Committee, shall review departmental recommendations, shall insure special consideration in all cases where it is requested, and shall forward his recommendation, along with departmental recommendations, to the Dean of the University.

c. The faculty member shall be informed of the School recommendations.

d. A faculty member who believes the School recommendation is inconsistent with his/her competencies may, within 5 days, appeal the recommendation to the Personnel Planning and Review Committee.

e. The Personnel Planning and Review Committee shall consider all appeals of School recommendations and shall notify the Dean of the University and the appellant of the majority recommendation of the Committee.

(4) The Dean of the University shall recommend assignment of individual faculty members to Teaching Service Areas to the President.

(5) The President shall determine the appropriate assignment of Teaching Service Area (s) for each faculty member and shall notify the faculty member and appropriate administrators of the decision.

d. For approval of assignment of faculty to new Teaching Service Areas which wholly encompass two or more departments:

(1) All faculty who are in departments which are subsumed into a new Teaching Service Area shall automatically be assigned to the new Teaching Service Area by action of the President.

e. For approval of assignment of individual faculty members to additional secondary Teaching Service Areas or a new primary Teaching Service Area.

(1) Normally, changes in the assignment of individual faculty member's primary or secondary Teaching Service Areas shall occur during the periodic University-wide review. However, in the event a faculty member requests the assignment of a new secondary Teaching Service Area or a change in his/her primary Teaching Service Area, the following procedures shall be followed:

a. Faculty members who desire to be assigned to a secondary Teaching Service Area shall prepare a written request and justification and shall submit the request to the chairman of the department with which the desired Teaching Service Area is associated. Upon receipt of such a request

the chairman shall consult with the departmental personnel committee and the full-time tenure track faculty of the primary Teaching Service Area. A favorable recommendation from the full-time tenure track faculty shall require a two-thirds majority. The department chairman and the department personnel committee shall forward their independent recommendations and the results of the full-time tenure track faculty vote to the appropriate School Dean and personnel committee, who shall review the request, consult as appropriate, and forward their independent recommendations to the Dean of the University.

The Dean of the University shall forward his/her own recommendation to the President of the University with a copy to the affected faculty member who may appeal to the Personnel Planning and Review Committee an adverse recommendation. The President of the University shall make the final decision and notify the faculty member and appropriate administrators of his/her decision.

b. Faculty members who desire to be assigned to a new primary Teaching Service Area shall follow the procedures described above. Upon approval of the assignment to a new primary Teaching Service Area by the President, the faculty member's previous primary Teaching Service Area shall be considered a secondary Teaching Service Area for the faculty member.

f. For approval of assignment of individual faculty to newly designated interdisciplinary Teaching Service Areas:

(1) No faculty member employed on or before August 30, 1974, may be assigned an interdisciplinary Teaching Service Area as a primary Teaching Service Area during 1974-75.

(2) Individual faculty members who desire to be assigned to a new interdisciplinary Teaching Service Area shall make a formal request for such assignment as a secondary Teaching Service Area to the Dean of the University.

a. The request shall include a current resume depicting specific evidence of education, experience and scholarship associated with competency in the new Teaching Service Area.

b. The Dean of the University shall consult with appropriate administrators, established interdisciplinary program committees, and the Personnel Planning and Review Committee before recommending to the President approval or denial of the request.

c. The President shall act to approve or disapprove the faculty member's request for assignment to an

interdisciplinary Teaching Service Area as a secondary Teaching Service Area.

614 Separations, Dismissal, Demotion, Suspension

614.1 Separations for Lack of Funds or Lack of Work

1. When the necessity for reduction of personnel has been established in accordance with the provisions of the Administrative Code (V Art. 7), determination and identification of the positions to be affected shall be made at each level in consultation with the appropriate personnel committee.

2. Faculty members affected shall be notified by the appropriate administrator, whose recommendation is to be forwarded to the next higher administrative level. Such persons may submit on their behalf whatever statements or evidence they may consider relevant.

3. Prior to final decision, the President or his designee shall present the proposed action to the Personnel Planning and Review Committee for its advice and recommendations.

4. The President's decision is final with respect to this campus.

614.2 Actions for Other Reasons

1. The Administrative Code and the Education Code provide for dismissal, demotion, or suspension of employees for cause. (V Art. 11 , Ed Code, Section 24306-11)

2. Campus disciplinary procedures in such actions are subject to the provisions of Executive Order No. 113 (Section 619 of the Manual) .

615 Appeals

615.1 An appeal, as construed in this Manual, is a request by a faculty member for review of a decision made at the School level and is directed to the Personnel Planning and Review Committee. An appeal may be based on whatever grounds the affected faculty member considers relevant to the negative decision.

615.2 The right of appeal shall be limited to matters covered by Sections 609 to 611 inclusive.

615.3 Since the University is not required to show cause when a decision is made not to retain or to grant tenure, the only normal bases of appeal from such decisions are:

1. Failure to follow established procedures.

2. Unprofessional conduct on the part of the individuals or agencies involved in making the decision or recommendation.

3. Disagreement among the recommendations from the department and the School levels.

615.4 The Personnel Planning and Review Committee, sitting as the appeal board, will examine all previous actions relevant to the appeal, examine accumulated data, and conduct any additional investigation it considers necessary.

615.5 The Committee shall report its recommendation, in writing, directly to the appellant and to the President.

615.6 The President's decision with respect to appeals is final on this campus.

616 Professional Responsibility

616.1 The following statement of professional responsiblity was adopted by the Academic Senate, California State University and Colleges, January 14, 1971, and was approved by the faculty of California State University, Northridge.

616.2 This statement shall serve as a guide for the professional conduct of the members of the General Faculty of this University.

616.3 Statement: The responsibilities of a faculty member may be considered from five major perspectives: 1) as a member of the teaching profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; 5) as a member of a community.

1. As a member of the teaching profession, the professor:

   a. seeks and states the truth as he sees it. (SPE)[1]

   b. devotes his energies to developing and improving his scholarly competence. (SPE)

   c. accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. (SPE)

   d. practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction and free expression on and off the campus. (SPE and SFR)[2]

   e. avoids allowing his subsidiary interests to hamper or compromise his freedom of inquiry. (SPE)[3]

2. As a teacher, the professor:

   a. encourages the free pursuit of learning in his students (SPE)

   b. holds before his students the best scholarly standards of his discipline. (SPE)

c. demonstrates respect for the student as an individual. (SPE)

d. adheres to his proper role as an intellectual guide and counselor. (SPE)

e. makes every reasonable effort to foster honest academic conduct. (SPE)

f. makes every reasonable effort to assure that his evaluation of students reflects their true merit and is based on their academic performance professionally judged and not on matters irrelevant to that performace, whether personality, race, religion, degree of political activism, or personal beliefs. (SPE and SFR)

g. respects the confidential nature of the relationship between professor and student. (SPE)[4]

h. does not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. (SFR)

i. refrains from forcing students by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. (SFR)

j. does not persistently intrude into the presentation of his subject material which has no relation to that subject. (SFR)

k. presents the subject matter of his course as announced to his students and as approved by the faculty in their collective responsibility for the curriculum. (SFR)

l. allows students the freedom to take reasoned exception to the data or views offered in a course of study and to reserve judgment about matters of opinion. (SFR)

m. avoids an exploitation of students for his private advantage. (SPE)

3. As a colleague, the professor:

a. respects and defends the free inquiry of his associates. (SPE)

b. shows due respect for the opinions of others in exchanges of criticism and ideas. (SPE)

c. acknowledges his academic debts. (SPE)

d. strives to be objective in his professional judgment of colleagues. (SPE)

4. As a member of an institution, the professor:

a. seeks above all to be an effective teacher and scholar. (SPE)

b. observes the stated regulations of the institution provided they do not contravene academic freedom. (SPE)

c. maintains his right to criticize regulations and seek their revision. (SPE)

d. determines the amount and character of the work he does outside the institution with due regard for his paramount responsibilities within it. (SPE)

e. recognizes, when considering the interruption or termination of his services, the effect of his decision upon the program of the institution and gives due notice of his intentions. (SPE)[5]

f. requests a leave of absence or resigns his academic position when acute conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of his students, colleagues, and institution, on the other, preclude the fulfillment of substantial academic obligations. (SFR)[6]

g. refrains from calling attention to grievances in ways that significantly impede the functions of the institution. (SFR)

h. accepts his share of faculty responsibilities for the governance of his institution. (SPE)[7]

5. As a member of a community, the professor:

a. measures the urgency of his obligations as a citizen in light of his responsibilities to his subject, his students, his profession and his institution. (SPE)

b. makes every effort, when he speaks and acts as a citizen, to be accurate, to exercise appropriate restraint, to show respect for the opinions for others, and to indicate that he does not speak for his college or university. (SPE and SEU)[8]

c. promotes conditions of free inquiry. (SPE)

d. furthers public understanding of academic freedom. (SPE)

FOOTNOTES

[1]Statement on Professional Ethics, the primary source of items in this statement. AAUP Bulletin, Vol. 55, No. 1, Spring, 1969, pp. 86-87. Parenthetical references and footnotes identify documents from which items have been taken, most of them almost word-for-word.

[2]AAUP Council Statement on Freedom and Responsibility, October 31, 1970.

[3]See also AAUP statement "On Preventing Conflicts of Interest in Government--Sponsored Research in Universities" AAUP Bulletin, Vol. 51, No. 1, Spring, 1965, pp. 42-43.

[4]An expanded statement of confidentiality is contained in "Joint Statement on Rights and Freedoms of Students," esp. the section entitled "In the Classroom." AAUP Bulletin, Vol. 54, No. 2, Summer, 1965.

[5]See Also "Statement on Recruitment and Resignation of Faculty Members" and "A Report from Committee B, Late Resignation and Professional Ethics." AAUP Bulletin, Vol. 54, No. 3, Autumn, 1968, pp. 362-364.

[6]See also "Statement on Professors and Political Activity," AAUP Bulletin, Vol. 55, No. 1, Autumn, 1969, pp. 338-389.

[7]Such governance responsibilities are described somewhat in detail in "Statement on Government of Colleges and Universities," AAUP Bulletin, Vol. 52, No. 4, Winter, 1966, pp. 375-379. See esp. Section V, "The Academic Institution: The Faculty."

[8]"Committee A Statement on Extramural Utterances," AAUP Bulletin, Vol. 51, No. 1, Spring, 1965, p. 29.

617 1975-76 ACADEMIC YEAR CALENDAR OF PERSONNEL ACTIONS AND PROCEDURES

The following are deadline dates. Items marked with an (*) are imposed by the Trustees.

1. September -- The President, via the University Information Bulletin shall announce promotions effective for the 1975-76 academic year.

2. September 24 -- First meeting of the Personnel Planning and Review Committee.

3. October 31 -- Each Department Chairman shall forward to the Dean of the School his recommendations and those of the Departmental Personnel Committee (or, where no Committee exists, those of the tenured teaching faculty of the Department) on retention and tenure for probationary faculty who are in their second consecutive year of full-time service.

4. November 14 -- The Dean of each School shall forward to the President all recommendations on retention and tenure for probationary faculty who are in their second consecutive year of full-time service. Adversely affected faculty shall be notified in accordance with Section 609.4 and have five school days to file an appeal with the Personnel Planning and Review Committee.

5. December 1 -- Last day to file application for sabbatical leave, 1976-77.

*6. December 15 -- Last day for the President or his designee to notify a probationary facutly member who is in his second consecutive year of full-time service that he is to be terminated at the end of that university year or is to receive further evaluation and a notice regarding his third academic year by June 1, 1976. (A faculty member initially appointed to the rank of full Professor shall gain tenure on beginning a third consecutive year of service - unless such year is a terminal notice year.)

7. January 23 -- Each Department Chairman shall forward to the Dean of the School his recommendations and those of the Department Personnel Committee (or, where no Committee exists, those of the tenured teaching faculty of the Department) on retention of first-year probationary faculty.

8. January 26 -- Departmental Personnel Committees begin deliberations on retention, tenure and promotion on those faculty to whom notice regarding their status in the next academic year must be given by the President or his designee by June 1, 1976. This category includes those probationary second-year faculty who were notified by December 15 that they were to receive further notice by June 1 and all probationary faculty who have served more than two years.

9. February 6 -- The Dean of each School shall forward to the President all recommendations on the retention of first-year probationary faculty. Adversely affected faculty shall be notified in accordance with Section 609.4 and have five school days to file an appeal with the Personnel Planning and Review Committee.

10. February 27 -- Last day for the President or his designee to notify a first-year probationary faculty member that he is to be reappointed for a second academic year, is to receive tenure, or is to be terminated at the end of that university year. (A faculty member initially appointed to the rank of full Professor may gain tenure on beginning a second consecutive academic year of service.)

11. February 27 -- Each Department Chairman shall forward to the Dean of the School his recommendations and those of the Departmental Personnel Committee (or, where no Committee exists, those of the tenured teaching faculty of the Department) on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the President or his designee by June 1, 1976.

12. April 9 -- The Deans of each School shall forward to the President all recommendations on promotion and on those probationary faculty to whom notice regarding their status in the next academic year must be given by the President or his designee by June 1, 1976. Adversely affected faculty shall be notified in accordance with Section 610.4 and have five school days to file an appeal with the Personnel Planning and Review Committee.

13. May 14 -- Election of the Personnel Planning and Review Committee for the next academic year.

14. At the end of the academic year each full-time probationary faculty member shall receive from his Department Chairman a written evaluation of his performance for the year.

*15. June 1 -- The President shall normally notify those facutly to be promoted effective for the 1976-77 academic year; also, the President or his designee will notify probationary faculty who have served more than one year (see Item #8) whether the subsequent academic year is an additional probationary year or a first year of tenure or a terminal notice year.

(1976-77 Academic Year)

September -- The President, via the University Information Bulletin, shall announce promotions effective for the 1976-77 academic year.

September 17 -- Election of School Personnel Committee for the 1976-77 academic year.

October 1 -- Election of Departmental Personnel Committees for the 1976-77 academic year.

(618 Grievance Procedures

Executive Order #201, dated June 10, 1974, outlines the grievance procedure available to academic personnel until December 31, 1975. Legislation recently enacted mandates a new grievance procedure, to become effective January 1, 1976. A new Executive Order to implement the new procedures will be issued on or about January 1, 1976. Any faculty wishing a copy of Executive Order #201 should contact the Associate Dean, Faculty Affairs in ADM 306 (Ext. 2106). When the new Executive Order governing grievance procedures is issued, each faculty member will be provided with a copy.)

(619 Disciplinary Action Procedures

Executive Order #113, dated September 30, 1970 outlines the disciplinary action procedure available to academic personnel until December 31, 1975. Legislation recently enacted mandates a new disciplinary action procedure, to become effective January 1, 1976. A new Executive Order to implement the new procedures will be issued on or about January 1, 1976. Any faculty wishing a copy of Executive Order #113 should contact the Associate Dean, Faculty Affairs in ADM 306 (Ext. 2106). When the new Executive Order governing disciplinary action procedures is issued, each faculty member will be provided with a copy.)

MEMBERS OF THE 1975-76 PERSONNEL PLANNING AND REVIEW COMMITTEE

	TERM EXPIRES	CAMPUS TELEPHONE EXT.
Leonard Berkowitz (Music)	1978	3168
Don Cameron (Executive Secretary-Adm. 306)		2106
Robert Docter (Educ. Psych.)	1976	2568
Lee Gassert (Student Affairs)	1978	2381
Sheldon Harris (History)	1977	3553
Fred Holler (Library)	1978	2284
DeWayne Johnson (President of General Faculty)	1976	3263
Don Kirchner (Marketing)	1977	2425
Paul Klinedinst (Chemistry)	1976	3378
Tal Morash (Recreation)	1978	3251
Lester Nypan (Engineering)	1977	2191
Ralph Segalman (Sociology)	1976	3291
John Stafford (English)	1976	3424
Sam Winningham (Physical Education)	1977	3211